

DISTRICT ONE



NATIONAL ATHLETIC TRAINERS' ASSOCIATION



Policies & Procedures Manual

Revisions: 12/2017; 1/2018; 6/2018; 1/2019; 6/2019; 7/2019

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1. Description of the Document

- 1.1. The following document shall be titled “Policy and Procedures Manual” for District One of the NATA. The purpose of this document is three-fold:
 - 1.1.1. This document will help to augment the District One Bylaws, and all information contained in this document must be consistent with established Bylaws of District One.
 - 1.1.2. To implement a living document that will contain official Executive Council approved policies and procedures that should be passed to each succeeding district officer, committee chair, and state president.
 - 1.1.3. To allow succeeding generations of district officers, committee chairs, and state presidents to follow consistent policies and procedures.
- 1.2. The document will contain general policies that each district officer, committee chair, and state president should be prepared to follow. It will also contain procedures for each aspect pertaining to the operation of District One.
- 1.3. “Policies” will relate most specifically to the administrative tasks of District One and will remain consistent for each entity of District One. “Policies” will be developed and approved by the Executive Council. The Executive Council will be comprised by the three elected District Officers, (Director, Secretary and Treasurer) and the elected state association presidents, (ME, NH, VT, MA, RI, CT).
- 1.4. Other input may come from committee chairs, and District One members in good standing with the NATA as necessary, and should be followed implicitly.
- 1.5. “Policies” can only be changed by the Executive Council.
- 1.6. “Procedures” are developed by the Executive Council and committee chairs and should be specific to the individual components of District One. “Procedures” should clearly delineate a proper course of action for each task.
- 1.7. The “Policies and Procedures Manual” will be maintained by the District One Secretary and may be reviewed by the District One By-Laws Committee to ensure that it remains consistent with the District One Bylaws.

2. General Policies

2.1. Equal Opportunity and Discrimination Policy

District One respects and values diversity among its members and all those with whom we do business. District One prohibits discrimination or harassment based on race, religion (creed), gender, national origin (ancestry), age, disability, marital status, military status, sexual orientation, gender identity or expression in any of its activities or operations. Every effort will be made to ensure that diversity is considered for all components of District One, including, but not limited to the executive council, committee chair and committee member appointments, and state presidents.

2.2. Tobacco and Alcohol Policy

The use of tobacco products will not be permitted in any venue run by District One, including, but not limited to Executive Council meetings, District meetings or any special District meeting, which is convened. The availability of alcohol products will be based on state, local, and facility rules and regulations.

2.3. Record Retention Policy

- 2.3.1. To comply with legal requirements and standard business practice, District One policy is to dispose of and store business documents per the schedule below.

- 2.3.2. Documents to be retained for the life of the organization:

- 2.3.2.1. Tax returns
- 2.3.2.2. Financial statements (audited)
- 2.3.2.3. General ledgers
- 2.3.2.4. Income tax filings and payment records
- 2.3.2.5. Fixed asset records
- 2.3.2.6. Legal files and documents relating to organization
- 2.3.2.7. Minutes of Executive Council meetings
- 2.3.2.8. Minutes of District One membership meetings
- 2.3.2.9. Conflict of Interest Disclosure Forms

2.3.3. Documents to be retained for seven years:

- 2.3.3.1. Cancelled checks and bank statements
- 2.3.3.2. Bank reconciliations
- 2.3.3.3. Vendor invoices
- 2.3.3.4. Monthly un-audited financial statements
- 2.3.3.5. After three years, the above documents should be stored offsite, with the destruction date listed on the carton.

2.3.4. Documents to be retained for three years:

- 2.3.4.1. Deposit records
- 2.3.4.2. Insurance records/policies (after termination of policy)

2.4. Policy on Condolences

2.4.1. The District One Director will coordinate all communication to the District One membership with regards to memorials that occur at the District and National level.

2.4.2. District One is supportive of its Executive Council, committee chairs and its general membership. In times of personal tragedy, the District One Executive Council would like to express its sympathy and support.

2.4.3. While it is not practical to express the sympathy and support in the identical fashion for every member of the district, the Executive Council feels that the following is appropriate. Item(s) (not to exceed \$100.00) will be determined at the discretion of the District One Director and Treasurer, to be sent on behalf of the Executive Council.

- 2.4.3.1. Current District One Executive Council Member (EC member, spouse, significant other, immediate family member, including parent(s)).
- 2.4.3.2. Current District One Committee Chair (member only)
- 2.4.3.3. Former District One Executive Council Member (member only)

2.4.4. District One Members

2.4.4.1. In the event that any member of the Executive Council is notified of a personal tragedy or death of any NATA District One member, the District One Director shall send a card on behalf of the District One Executive Council expressing sympathy to the family.

2.5. Conflict of Interest Policy

2.5.1. Members of the District One Executive Council and Committee Chairs must reflect the highest standards of ethical behavior, integrity and public responsibility.

2.5.2. Handling Potential Conflict of Interest

2.5.2.1. District One recognizes the inherent right of members of the Executive Council to pursue outside interests. However, these outside interests may affect a transaction in which District One is involved or diminish District One's ability to conduct objective and unbiased decision-making. If an actual or perceived conflict of interest exists, it is District One's policy to require disclosure, and, whenever feasible, avoidance of actual or potential conflicts of interest.

2.5.2.2. Examples of potential conflicts include:

- a) Serving as a paid or non-paid consultant to District One or a vendor to District One or one of its subsidiaries or affiliates;
- b) Serving in a fiduciary role for another organization that competes with District One or takes public positions adverse to those of District One;
- c) Receiving from District One an award, contract, grant or sponsorship more than \$1,000 annually;
- d) Having family members or business associates with these relationships.

2.5.2.3. **Disclosure of actual or perceived conflicts** should be made annually at the Districts Executive Council occurring in January and updated in June, using the attached District One Executive Council Disclosure Statement Form.

2.5.2.4. Information suggesting an actual or potential conflict of interest should be communicated to the District One Director. If warranted, the District One Director will review for evaluation and possible recommendation to the Executive Council, which in turn will review the information. The Executive Council, not the volunteer making the disclosure, has the exclusive authority and responsibility to decide an appropriate reaction to the disclosure. In the event that the District One Director has a real or potential conflict, it will be brought to the attention of the entire Executive Council so that they may determine the proper course of action.

2.5.2.5. The disclosure of a District Officer/Executive Council member's other interest is worthy of attention. The disclosure itself, and the Executive Council's awareness of the disclosure, is considered sufficient to correct for any bias it might entail. The nature of the disclosure and its significance will determine the action, if any that should be taken regarding the board member and disclosure in question. Thus, the Executive Council and/or committee will simply take the information into account as the Executive Council member participates in decision-making.

2.5.2.6. Recusal

2.5.2.6.1. Another interest that has been disclosed affects an important policy or program for the association. To assure the District One Officer/Executive Council and its constituency that Executive Council decision-making is without bias, it is best for the volunteer to recuse him/herself when the council/committee takes reports, debates or makes decisions, about that policy or program. The Executive Council member is asked to leave the room for any discussion on the topic.

2.6. District One Database

- 2.6.1. The District One Secretary will send, via email, monthly updated District One database information to each State Secretary.
- 2.6.2. This information is for the State Association Board use only. It is not to be given out to any other person(s) including other officers or committee chairs.
- 2.6.3. If more information is needed, then an email request by a State Association Board member can be made to the District One Secretary.
- 2.6.4. The District or State Secretary may provide the database to the association's webmaster for the sole purpose of conducting district or state association business (e.g., e-blasts, legislative alerts, newsletters). The webmaster may not distribute the list or use the list for any reason other than district or association business.

2.7. Policy and Procedures on Requests for Announcements to Members

NATA District One seeks to provide information about volunteer and continuing education (CE) opportunities within the District as a service to our members, including AT students. Individuals and organizations requesting assistance from District One in publicizing volunteer and student opportunities, or CE events should refer to the following policy for guidance.

2.7.1. NATA Policy on Membership Database Usage

- 2.7.1.1. Pursuant to NATA Policy on use of the membership database, District One is not permitted to provide the District membership list to anyone. Individuals or organizations wishing to access the membership list should contact the NATA directly at sales@nata.org (see also: <https://www.nata.org/sites/default/files/media-kit-list-rental-request-form.pdf>).
- 2.7.1.2. Pursuant to NATA Policy on use of the membership database, District One may not utilize the District membership list to directly facilitate communications with members on behalf of an outside entity. The District may not send e-blasts or mailings on behalf of an outside entity.

2.7.2. District One Business Usage

- 2.7.2.1. District One may utilize the membership database to conduct the business of the District.
- 2.7.2.2. District One may disseminate information about NATA, EATA, District One, and District One State Association business, including sponsored meetings, CE events, and opportunities for AT students or prospective AT students, at the discretion of the District One Director and Secretary.
- 2.7.2.3. District One may send direct communications, including e-blasts, to members on behalf of the EATA.

2.7.3. District One Policy on Announcements of CE Events

- 2.7.3.1. District One will post announcements of CE events held within the District, with a primary audience of athletic trainers, conducted by BOC Approved Providers, in the District One Director's Notes "Save the Date" section.
- 2.7.3.2. A hyperlink to registration and program information will be included in the "Save the Date" listing provided the event is listed in the BOC Program Directory.
- 2.7.3.3. District One will post announcements of CE events that include athletic trainers as the intended audience, conducted by BOC Approved Providers within District One, in the District One Director's Notes "Save the Date" section, under the following conditions:
 - (i) The event is listed in the BOC Program Directory.

(ii) The event has been publicized regionally via use of either the NATA or BOC mailing or e-mail list.

2.7.3.4. A hyperlink to registration and program information will be included in the “Save the Date” listing provided the above conditions are met.

2.7.3.5. District One does not post announcements of CE events held outside the geographic region of District One (other than NATA and EATA conventions).

2.7.3.6. CE providers wishing to publicize events held outside of District One should contact the NATA directly at [sales @nata.org](mailto:sales@nata.org)(see also: <https://www.nata.org/sites/default/files/media-kit-list-rental-request-form.pdf>) and request a contact list.

2.7.4. District One Policy on Use of the Member Database for Announcements by 501(c)(3) Non-Profit Organizations

2.7.4.1. District One may post calls for AT volunteers for events sponsored by 501(c)(3) non-profit organizations, at the discretion of the District One Director and Secretary.

2.7.4.2. District One will post FREE CE events conducted by non-profits, at the discretion of the District One Director and Secretary.

2.7.4.3. Non-profit organizations conducting CE events which have a registration fee, should refer to section 3.2 of this policy for guidance.

2.7.5. District One Policy on Use of the Member Database for Announcements for Students

2.7.5.1. Announcements of clinical rotation opportunities for AT Students will be disseminated at the discretion of the District One Director and Secretary.

2.7.5.2. Free educational events for AT students or prospective students will be disseminated at the discretion of the District One Director and Secretary.

2.7.5.3. For-profit educational events (i.e., those charging a registration fee) for AT students or prospective students will be posted at the discretion of the District One Director and Secretary, provided the event has been publicized regionally via use of either the NATA or BOC mailing or e-mail list. It is the responsibility of the requestor to provide verification of regional publicity.

2.7.6. Procedures for Requesting Announcements by District One

2.7.6.1. Send requests for announcements to the District One Secretary at secretarydistrictone@gmail.com.

2.7.6.2. The requestor is responsible for providing the title of the event or program, date(s) of the event and all applicable information (e.g., hyperlink to registration or program information; hyperlink to listing in BOC Program Directory; verification of regional publicity). Incomplete requests will not be processed.

2.7.6.3. The deadline for submitting items for publication in the District One Director’s Notes is the 5th of each month. Notes are distributed around the 15th of the month. Please plan accordingly.

2.7.6.4. Final decisions on the method(s) of dissemination of information are at the discretion of the District One Director and Secretary.

2.8. District One State Conference Registration Fees

2.8.1. District One State Presidents have free registration at respective State meetings.

2.8.2. The District One Director or designated proxy shall have free registration at State meetings within District One.

2.8.3. This applies to each state conference held individually or jointly (two states combined).

2.8.4. This does not apply to EATA or any other District One meeting.

2.9. District One Electronic Communication

- 2.9.1. All District One E-blasts, regardless of source, must be approved by the District One Director or District One Secretary.
- 2.9.2. State Secretaries are responsible for “state only” E-blasts.
- 2.9.3. No full-time or part-time job postings will be sent via District One or state E-blasts, unless they have been posted on the NATA Career Center.
- 2.9.4. The district or state may post temporary positions (e.g., maternity leave) or per diem opportunities.
- 2.9.5. All EATA E-blast information must come from an EATA officer and approved by the District One Director/Secretary.
- 2.9.6. All non-state association conference postings must be approved by the District One Director or Secretary.
- 2.9.7. E-blasts are to be in brief written (HTML) form, PDF and Word can be sent out to the membership with website links are preferred.

3. District One Elections

- 3.1. A call for nominations for an upcoming election for open District officer positions will be made by the District One Secretary or District One Director at the District One Business Meeting held at either the EATA Convention or the NATA Clinical Symposia & AT Expo. Members in good standing may be nominated for a position from the floor of the meeting.
- 3.2. The call for nominations will be sent to all members via e-blast within five business days of the District One Business meeting and will be published on the District One web site. The call for nominations will be regularly repeated via regular District One communications methods throughout the time nominations are open.
- 3.3. Elections for District One Director will be held from April 1-15.
- 3.4. Elections for District One Secretary and Treasurer will be held from October 1-15.
- 3.5. Only Certified and Certified Retired members in good standing with the NATA and permanently residing in District One may run for District office.
- 3.6. Candidates must have a National Provider Identifier number (NPI).
- 3.7. The District Secretary will verify membership and NPI number before a candidate is placed on the ballot.
- 3.8. Nominees are notified and confirmed by Elections chair, after eligibility has been verified by the District Secretary.
- 3.9. Candidates must submit the following nomination information to the District One Elections Chair no later than 15 days prior to the date of the election: (1) current resume, (2) photo (optional), (3) brief bio and (4) narrative (no longer than one typed page).
- 3.10. The narrative should address the following three items:
 - a) What leadership qualities do you possess and how would you utilize them as a District One elected official?
 - b) Describe the leadership roles you have served in?
 - c) List two goals you plan to accomplish if elected as a District official and what actions would you implement to attain these goals.
- 3.11. The nomination information submitted will be posted on the ballot and on the District One website.

- 3.12. All candidates must read the District One Policy and Procedure Manual including their respective “Timeline of Activities and Specific Duties: and sign the District One “Acknowledgement of Volunteer Fiduciary Responsibilities Form” and submit it to the current District One Director.
- 3.13. All candidates must submit a signed letter on their institutional letter head, granting permission from their direct supervisor that they will be allowed adequate time away from work to perform the duties of a District One Officer.
- 3.14. Elections will be run by District Nominations and Elections Chair/and or District One Secretary and the EATA Webmaster thru the designated website provider.
- 3.15. Refer to NATA District One Bylaws, Article 6.0 (b) for tiebreaking procedure.
- 3.16. The District One Nominations and Elections Chair or District One Secretary will notify the sitting District One Director of the results at the conclusion of the election. The District One Director will notify the candidates of the results. The District One Secretary will be notified and will send an e-blast with election results to the District One membership and have the results posted on the District One web site within two business days following the election.
- 3.17. District One elections will be held by electronic voting only, effective October 1, 2018, with current members who request a mail ballot being grandfathered to allow them to continue to vote via U.S. mail ballot.
 - 3.17.1. All active members of District One who have not provided an e-mail address to the NATA as of July 1, 2018 will be sent a mailing informing them of the policy change. Those members may opt to continue to receive a mail ballot by contacting the District One Secretary no later than September 30, 2018.
 - 3.17.2. Members who opt-in and request to continue to vote via mail ballot will be sent a mail ballot for all elections, for the duration of their membership.
 - 3.17.3. Members who do not opt-in and request a mail ballot for future elections will no longer be mailed ballots.
 - 3.17.4. Effective October 1, 2018, all District One elections will be held electronically, and require an e-mail address on file with the NATA. Members whose circumstances do not allow for electronic communication should contact the District One Secretary.

4. District One Executive Council Voting

- 4.1. District One Executive council members may have a proxy vote for any/all Executive Council meetings/conference calls. The proxy voter must be in good standing with the District and the NATA and State Association board/executive council member if filling in for State President.
- 4.2. The District One Executive council must have a quorum of four state presidents and two District officers in order to perform official District One business/votes.

5. District One Technology

- 5.1. The District One Treasurer will be responsible for updating and managing all the District One owned computers, tablets, software and online software services and related technology.
- 5.2. All computer, software and online software service purchases will be made following the approval of the District One Executive Council.
- 5.3. Previously used District One computers may be sold/donated at the discretion of the District One Executive Council.

6. District One Employment Opportunities

- 6.1. District One will not be posting employment opportunities on the website or via e-blasts

- 6.2. Each state may post only those Placement Vacancy Notices (PVNs) that are both current and active on the NATA Career Center web page. This applies to full-time and part-time positions.
- 6.3. Each state may post per diem and event coverage information at its own discretion.

7. District One Legislative Superfund

- 7.1. The District One Legislative Superfund was created specifically for the purpose of funding legislative efforts for the member states of District One. It is expected and required that the petitioning member state(s) have already committed their own financial resources to the effort. Additionally, it is required that the petitioning member states have already contacted the National Athletic Trainers Association's Government Affairs Committee for financial support as their ranking from this committee will be used to determine need and readiness to move forward with legislative efforts.
- 7.2. **Funding** - The Legislative Superfund will be funded by a \$5.00 dues disbursement by all members from District One.
 - 7.2.1. The District One Legislative Superfund will be maintained in a specific low-risk investment vehicle as assigned by the District One Treasurer and Financial Advisor and voted upon by majority vote by the District One Executive Council.
 - 7.2.2. Financial status of the Legislative Superfund will be reported biannually at the District One Business meetings
 - 7.2.3. The annual \$5.00 dues disbursement will be temporarily suspended for the next dues cycle once the District One Executive Council has deemed that there are sufficient funds to support significant lobbying activities and or legal fees in two states concurrently. Once the dues disbursement is discontinued it can be reinstated at any time by a majority vote of the District One Executive Council beginning at the next NATA annual dues collection period.
 - 7.2.4. **Effective 1/1/16, collection of the annual Legislative Superfund fee is temporarily suspended.**
- 7.3. **Use** – Legislative Superfund monies are to be used only for the funding of legislative efforts within the member states of District One as delineated below;
 - 7.3.1. Lobbyist – the hiring of lobbyist or the funding of specific lobbying activities designed to promote the profession of athletic training
 - 7.3.2. Legal Fees – coverage of legal fees specific to legislative efforts or licensure issues
 - 7.3.3. Lobbying Events – monies can be used directly to fund social functions in which District members can interact with and lobby state officials for the purpose of promoting athletic training legislation. These activities will be closely monitored with after action reports submitted to the District One Treasurer and Director including the names and titles of ALL attendees.
- 7.4. **Allocation** – Legislative Superfund monies will be allocated based on the following criteria and by vote of the District One Executive Council.
 - 7.4.1. Prioritization rank as assigned by the NATA's Government Affairs Committee.
 - 7.4.2. Need based on impact to the member state vs. other states within District One
- 7.5. **Pre-Authorization** – All states applying for Legislative Superfund monies must complete the "*Legislative Superfund Grant Request Form*" and supply their previous years Income Tax Report to the District One Executive Council.
- 7.6. **Post Activity Audit** – All states that have used Legislative Superfund monies must file a "*Legislative Superfund Post Activity Report*" along with photocopies of all receipts to the District One Executive Council to prove that the funds were utilized to the best advantage of the member state and the District as a whole. Additionally, these states are required to send a copy of their Income Tax Report for the year that the funds were used for documentation purposes.
- 7.7. **Surplus funds** – In the event that the state does not use their entire allotted funds they are required to refund the remaining monies to the "*Legislative Superfund Account*" within sixty business days.
- 7.8. **Punitive Action** – In the unlikely event that the District One Executive Council determines that the funds granted to a state were used inappropriately then the individual state in question will be required

to refund the Legislative Superfund in full plus 2% interest within 6 months. In the event that the state is unable to meet this financial responsibility the District One Treasurer will be ordered to refrain from paying the state its customary dues allotment until such time as the money and interest have been paid in full.

8. District One EATA Student Delegation

8.1. Refer to EATA P & P manual

9. District One Website

9.1. The District One Website will be maintained by the District One Secretary.

9.2. All States within the District will be linked to the District One Website.

9.3. The District One Public Relations representative will assist the District One Secretary in the maintenance of the website and newsletters.

10. District One NATA News Submission information

10.1. The District Secretary should be “cc’d” on any State Organization submissions.

10.2. Submission guidelines for district/state news within the NATA News

10.2.1. Submit any information related to district/state happenings (i.e.: meeting information, events, awards, achievements, charity projects, etc.)

10.2.2. The NATA does not publish information about members that receive NATA awards (because we run those names all together in another part of the magazine), but we do publish information about awards at the district and state level.

10.2.3. Photos must be high resolution (300 dpi).

10.2.4. The NATA tries to publish as many photos as possible, but it all depends on space within the layout. The NATA can't guarantee all photos will be published.

10.2.5. Please include information about who is in the photos, so the NATA staff can write captions.

11. District One Mailing Requests

11.1. Any Research or Graduate Study needing an NATA contact list, (mailing or email), request form will contact the NATA office. This request form is now available online.

11.2. The District One Secretary will assist in this process if needed.

11.3. Please refer to the following document from the NATA office:

12. District One Safe Sports School Award Grant

12.1. Funding for the Grants

12.1.1. The District One Safe Sports School Award grant program was created to increase the number of NATA 1st Team and 2nd Team Safe Sports School Awards presented to secondary schools in District One. The District One Executive Council has approved funding to provide \$150 grants to 18 District One schools. Each state in the District (ME, VT, NH, MA, RI, CT) will be guaranteed a minimum of three (3) grants. Funding preference will be given to schools meeting all criteria for 1st team selection; however, schools meeting 2nd team criteria are encouraged to apply. The initial grant application period opened from July 15, 2016 to December 1, 2016.

12.1.2. The grant cycle re-opened effective 1/7/17 and will continue in its established format until March 15, 2017. If funds remain at that time, grants will continue to be available on a first come, first served basis until funds are exhausted.

- 12.1.3. Funds for 18 additional grants were approved by the Executive Council on 6/27/2017. Grants are available for first-time Safe Sports School Award applicants only. Grants are available to members in any state in District One.
- 12.1.4. Funds for a third cycle of 18 grants were approved by the Executive Council on 1/12/2019. Grants are available for first-time Safe Sports School Award applicants only. Grants are available to members in any state in District One.
- 12.2. Procedures for Review of District One Grant Applications
 - 12.2.1. The District One SSATC representative, District One Secretary and District One Treasurer will review applications for completeness.
 - 12.2.2. The District One Secretary will verify NATA and District One membership, BOC status, NPI number, and state AT license status.
 - 12.2.3. The District One Treasurer will notify grant applicants when the application has been approved, so that the member can complete the final step in the online SSSA application process via the NATA portal.
- 12.3. Disbursement of Grant Funding
 - 12.3.1. The NATA will invoice District One for \$150 for any District One-approved SSSA grant recipient.
 - 12.3.2. The District One Treasurer will disburse all grant funds directly to the NATA.
- 12.4. Information for Safe School Sports Award Winners
 - 12.4.1. Once the SSSA application has been submitted to the NATA, the NATA will notify the member of the status of the award.
 - 12.4.2. Schools that are recipients of the Safe Sport School Award are strongly encouraged to work with the District One representative of the NATA Public Relations Committee (PRC) and their respective state PR representative to draft a press release. Information from the NATA is included in the e-mail notification sent to award winner.
- 12.5. Recipients of District One Grants are encouraged to recognize District One as the funding source for the Safe Sport School Award application.
- 12.6. Grant application is in Appendix F.

13. NATA Database Use Policy

- 13.1. The District Secretary may receive requests for email lists or mailing labels from different individuals or organizations within the district. It is the Secretary's to approve or deny any requests from within the district. Please remember that the NATA owns the rights to the membership list. **The most recent NATA Database Policy will supersede the District One policy in regard to database access.**
- 13.2. See **Appendix G** for the **NATA Member Privacy and Database Use Policy**.

14. Applications for NATA Legislative Grants

- 14.1. Legislative grants are available to states through the NATA Governmental Affairs Committee (GAC).
- 14.2. Information about NATA legislative grants will be distributed to State Presidents and State GAC Chairs by the NATA District One GAC representative, usually immediately after the NATA Annual convention in June.
- 14.3. States must apply for grant and/ or emergency funding from the NATA-GAC prior to requesting assistance through the District One Legislative Superfund.

15. District One Travel Reimbursement

- 15.1. All expenses must be approved by the District One Director or Treasurer.
- 15.2. The least expensive, most efficient mode of travel should be used.
 - 15.2.1. Only “coach” airfare will be reimbursed.
 - 15.2.2. Consider airline, train, bus, rental car and car travel when selecting the less expensive mode of transportation.
- 15.3. Expenses must be submitted using the District One expense report and should be submitted within 30 days of travel (see Appendix A).
 - 15.3.1. Scanned copies or photographs of original receipts should be submitted to the Treasurer via e-mail at: treasurerdistrictone@gmail.com.
 - 15.3.2. Persons requesting reimbursement should retain Appendix A as well as the original copies of receipts for their records.
- 15.4. Gas mileage will be reimbursed at the current IRS rate.
- 15.5. The following expenses are not reimbursable: bar tab, travel agent fee, room/travel upgrades, family expenses and/or persons not eligible for NATA District One reimbursement.
- 15.6. State Presidents are budgeted \$1800.00 per year to cover NATA Annual Meeting and EATA Annual Meeting travel costs.
- 15.7. District One Committee representatives: GAC, YP, ICSM (primary designate), SSATC and COPA will be required to attend and present an oral/written report at the Annual EATA and NATA District One Business Meetings. The District will cover the cost of one night at the EATA and one night at NATA meeting.
 - 15.7.1. The NATA Intercollegiate Council for Sports Medicine (ICSM), formerly known as the College/University Athletic Trainers’ Committee (CUATC), is not a District-based group. However, each District will have at least one representative on the ICSM and may have multiple individuals named to the Council at the same time. The District One Director shall designate a primary District representative who will be responsible for reporting the business of the ICSM to the District One Executive Council and membership. The individual designated by the District Director as the primary ICSM representative will receive reimbursement for one night’s lodging for both the EATA and NATA meetings.

16. District One Scholarships

- 16.1. District One will award one member of each state in the District with a scholarship valued at \$2500.00 Each state has a scholarship named in honor of someone who served and represented the state/district well. The scholarships are:
 - 16.1.1. District One Cathy Horne Scholarship (CATA)
 - 16.1.2. District One Charles J. Redmond Scholarship (ATOM)
 - 16.1.3. District One Carl Nelson Scholarship (MATA)
 - 16.1.4. District One Daniel R. Sedory Scholarship (NHATA)
 - 16.1.5. District One Dr. Kathleen Laquale Scholarship (RIATA)
 - 16.1.6. District One Eduardo “Chico” Hernandez Scholarship (VAAT)
- 16.2. The winner of a District One Scholarship must be a member of NATA, District One and the respective state association awarding the scholarship, as determined by their NATA membership mailing address. The student is required to have a student NPI number.
- 16.3. All District One scholarship criteria and applications shall be posted on the District One web site with a link to each state organization.
- 16.4. State Associations may select their own award and scoring criteria for their respective scholarships. Applications shall be reviewed by the state organization.

- 16.5. The State Association President shall forward the selected candidate's completed application and the "District One Scholarship Request for Funds" form (**Appendix H**) to the District One Secretary and Treasurer.
- 16.6. The District One Secretary shall verify NATA, District One, state membership and NPI status, and confirm to the District One Treasurer that the selected candidate meets the eligibility requirements to receive a District One Scholarship.
- 16.7. The District One Treasurer will notify the State President when the request for scholarship funds has been approved. District One Scholarship winners shall be notified by the respective State Association only after funding has been approved by District One. Checks will not be issued without current membership in good standing and a student NPI number, as verified by District One.
- 16.8. A check for \$2500.00 will be written directly to the award winner and presented at the respective State Meeting by a District One Officer.

17. Bobby Gunn Scholarship (NATA Student Leadership Committee Representative)

- 17.1. Bobby Gunn Scholarship is awarded annually to the District One representative to the NATA Student Leadership Committee to help with costs associated with attending the NATA annual convention. This is a two-year appointment by the NATA.
- 17.2. Nominees must apply directly to the Student Leadership Committee, per criteria published and disseminated by the SLC.
- 17.3. The Bobby Gunn Scholarship winner (District One NATA SLC Representative) will receive \$1000.00 total (\$500.00 from the NATA and \$500.00 from District One) for travel to the NATA Annual Convention.
- 17.4. If the SLC representative is unable to attend the NATA Convention, the student will be recognized as the Bobby Gunn Scholarship winner; however, no funding will be provided.
- 17.5. If the current District One Bobby Gunn student cannot attend, the incoming student-elect can receive the funds.
- 17.6. In the event that a current District One Bobby Gunn Scholarship recipient is elected as Chair of the NATA-SLC, a new Bobby Gunn Scholarship recipient will be named, and both students will receive \$800 (District One will fund the Committee Chair for the \$800 amount).

18. Quiz Bowl

- 18.1. Quiz Bowl winners include the 1st, 2nd and 3rd place finishers from the Quiz Bowl at EATA. The 4th place finisher will be the alternate.
- 18.2. The District One Quiz Bowl winners from the January EATA meeting will each receive \$800.00 reimbursement from the District to attend the National Quiz Bowl event at the NATA Annual Meeting & Clinical Symposia that same year.
- 18.3. In the event one of the top three finishers cannot represent the district, the alternate will attend and thus receive \$800.00 reimbursement from the District to attend the National Quiz Bowl event at the NATA Annual Meeting & Clinical Symposia.
- 18.4. The members of the District One Quiz Bowl team must be members in good standing of the NATA by January 31 in order to represent District One in the National Quiz Bowl.
 - 18.4.1. The District One Secretary will verify membership of the members of the District One Quiz Bowl team on February 1. If a Quiz Bowl team member is on the NATA suspended member list at that time, he or she will be ineligible to represent the District and will be replaced by the alternate.
 - 18.4.2. All team members will be notified as soon as possible so they can prepare appropriately for the competition.

19. District One Dues Disbursement

- 19.1. District dues, which may include the NATA Foundation and Legislative Superfund allotments, are collected by the NATA and electronically disbursed to the Districts.
- 19.2. See District One Legislative Superfund (funding, section 7.0 above)
- 19.3. The District membership approved a \$5 donation to the NATA Foundation from each member, paid in addition to any membership dues.
- 19.4. State dues are collected by the NATA, electronically disbursed to the District Treasurer, who then disburses state dues to the respective state association, per NATA schedule.
- 19.5. District One has agreed to allocate funds to the State associations per the following fee schedule:
Certified, Associate: \$30.00 per member Student, Student Certified: \$10.00 per member.
- 19.6. Effective the 2019 dues cycle, District One dues in the Professional category will increase to \$35.00 per member.

20. District One Financial Records

- 20.1. Books will close on March 31 of each calendar year.
- 20.2. Books will be turned over to the accountant by May 15 for completion of taxes by May 31.
- 20.3. Taxes shall be filed by June 30, unless official request for extension has been filed with the IRS. Form 990-EZ will be filed within the state of incorporation of District One.
- 20.4. Annual report shall be filed by November 15.
- 20.5. Any District One member can request to review the books.
- 20.6. Requests for funds (i.e., committees, officers) will be submitted to the District One Treasurer on or before December 1st.
- 20.7. Any gifts, contributions, donations or bequests given to District One will be utilized per the directives of the Executive Council and will be reflected in the annual report by the Treasurer.
- 20.8. The District One Director, Secretary and Treasurer will receive monthly financial statements as well as a yearly review from the District One financial advisor.
- 20.9. Credit/Debit Cards will be issued to the District One Director, Secretary and Treasurer with limits placed on withdrawal of funds.

21. District One Grant for the NATA Leadership Academy

- 21.1. The NATA Leadership Academy is a 12- to 24-month certificate program targeted to NATA members who are interested in pursuing leadership at the state, district or national level.
 - 21.1.1. District One provides grants to offset the costs of the certificate program to District One members once they successfully complete the Leadership Academy program.
 - 21.1.2. The Executive Council has approved up to \$300 per year in grant funding, which may be awarded to multiple members within a budget year
- 21.2. Grant Application Requirements and Procedure
 - 21.2.1. Grants are awarded to reimburse members for expenses directly associated with completion of the NATA Leadership Development Certificate (LDC), up to \$100, which is the estimated cost of the program.
 - 21.2.2. District One members in good standing who have completed at least the final two modules of the LDC while a member of District One are eligible for grants.
 - 21.2.3. Grant applications will be accepted up to six months after the date of completion of the LDC.

21.2.4. The grant applications form (Appendix I) must be completed and submitted to the District One Treasurer.

21.2.5. Grant awards will be approved by the District officers (Director, Secretary, Treasurer).

22. Responsibilities of District One Officers

22.1. Timeline for the District One Director

Daily

- Check phone messages/texts and e-mails-respond as necessary
- Contact NATA office with questions/answers/information

Monthly

- Collaborate with the District Secretary on content for District One “Notes from the Director” to go out approximately the 15th of each month
- Fill any vacant District One NATA committee openings
- Fill any vacant District One committee openings
- Review applications for District One grants in collaboration with others, per the P&P for the respective grant
- Campus Visits to Athletic Training Education Programs as schedule allows
- NATA Committee Liaison Conference calls (as needed)
- EATA Student Delegation Conference Call (if needed; usually Fall)

January

- Attend EATA Annual Meeting & Clinical Symposia (Thursday through Monday)
- Attend EATA Quiz Bowl
- EATA Executive Board Meeting
- District One Executive Council Meeting at EATA
- Attend District One/District Two Joint Executive Council Breakfast at EATA
- District One Membership Meeting at EATA
- Attend each State Meeting at EATA
- Host District One Student Ambassadors Breakfast at EATA
- Host District One Director’s Luncheon at EATA
- Congratulate District One (EATA) Scholarship winners
- Send letters of congratulations/Thank you to EATA/District award recipients
- Announce District One Election- Call for Nominations (Director only) – if needed
- NATA BOD and Joint Committee Meeting (DFW/Carrollton)
- Attend NATA assigned committee meetings at JCM
- Perform Duties and responsibilities as assigned by President of NATA and NATABOD. (These duties include but are not limited to workshops, task forces etc.).
- Participate in all NATA BOD liaison conference calls and meetings as assigned by NATA President.

February

- EATA Post-Meeting Conference Call
- NATA BOD Conference Call

- EATA Election- Call for Nominations
- Contact NATA Award Winners in District One
- Finalize new EATA Student Delegates from District One

March

- Promote NATA Athletic Training Month
- District One Officers Conference Call
- District One Conference Call
- EATA Conference Call
- NATA BOD Conference Call
- Attend State of Maine Meeting
- EATA Student Delegation Conference Call
- Attend District One State Student Symposia (if schedule allows)

April

- NATA BOD Conference Call
- Attend NHATA Student Workshop

May

- Attend NATA BOD Meeting (Dallas/Irving/Carrollton)
- ATOM/RIATA Meeting (Attend if schedule allows)
- CATA Meeting (attend if schedule allows)
- Submit Liaison Committee Report to NATA as assigned
- Confer with District Officers on upcoming NATA Meeting
- EATA Student Delegation Conference Call
- Attend Student State Association Symposiums (if schedule allows)

June

- Attend EATA Executive Board Meeting (at upcoming meeting site)
- Attend Northern New England AT conference (NH, VT, ME)
- District One Executive Council conference call (state reports)
- District One officers conference call (pre-NATA meeting)
- Attend NATA Clinical Symposia & AT Expo
- NATA BOD Meeting(s) typically first, second and last day of convention
- District One Executive Council Meeting at NATA
- District One Membership Meeting at NATA
- Attend NATA Functions/Committee liaison meetings as appropriate
- Announce District One Election- Call for Nominations (Secretary or Treasurer only) – if needed

July

- NATA BOD Conference Call (if needed)
- Send Notes of Congratulations/Thank you to NATA Award/Scholarships

August

- NATA BOD Conference Call
- Promote nominations for NATA Honors & Awards (8/1)

September

- NATA BOD Conference Call
- District One Executive Council Conference Call
- Promote EATA Awards nominations and scholarship applications

October

- NATA BOD Conference Call
- EATA Board conference call
- District One Elections (Oct. 1-15 online)
- District One Executive Council Conference Call

November

- NATA BOD Conference Call
- EATA Executive Board conference call
- District One Executive Council Conference Call
- EATA Election (November 1-15) if needed

December

- District One Executive Council Conference Call (State Reports)
- District Officers Conference call on upcoming EATA Meeting

Updated 8/12/2019

22.2. [Timeline for the District One Secretary](#)

District One Secretary Timeline

Monthly

- Collect, correlate and organize data for the monthly “Director’s Notes,” in collaboration with the District Director
- Send State Secretaries updated State membership list
- Send District One Webmaster updated membership list
- Review & archive District One membership data on the 1st of each month (*District at a Glance* from NATA database)
- Verify membership status as needed (e.g., for nominations, committee appointments, scholarships)
- Send communications to District One Executive Council, Committee representatives and members in consultation with District One Director
- Collaborate with District One social media coordinators to distribute information to members via District One social media accounts
- Oversight of District One web site in collaboration with District One representative to the NATA Public Relations Committee & District One Webmaster
- Review applications for District One grants in collaboration with others, per the P&P for the respective grant

- Maintain District One Executive Council Dropbox
- Send EATA-related communications to District One membership as requested by EATA President and other leadership (via District One Notes, e-blast, web site, social media), per District One policy and the discretion of the Secretary
- NATA District Secretary Treasurer (DST) Committee-related duties per DST P&P
- Other duties as requested by the District One Director

Responsibilities Related to District One Executive Council Meetings

- Schedule meeting dates in collaboration with District Director
- Develop meeting agenda in collaboration with District Director
- Distribute meeting agenda; all meeting materials to Executive Council prior to meeting
- Record minutes of Executive Council meetings
- Sign and permanently archive approved Executive Council meeting minutes

January

- Final confirmation of District One Director's Luncheon meal with EATA hotel (per contract and at pre-con meeting)
- Schedule reminders to confirmed attendees of Director's Luncheon
- Attend EATA convention (Thursday to Monday)
- EATA Executive Board Meeting (at EATA Conference)
- Remind EATA President-Elect about space needs for next year's EATA (Director's Luncheon, Student Ambassador breakfast, District One/District Two Joint Executive Council breakfast)
- District One/District Two Joint Executive Council Breakfast (at EATA)
- District One Executive Council Meeting (at EATA)
- District One State Secretary/Treasurer Meeting (at EATA) – meet with Secretaries
- District One Membership Meeting (at EATA)
- *Call for nominations for District One Director – at EATA (if applicable)*
- Attend District One Student Ambassadors Breakfast (at EATA)
- Attend District One Director's Luncheon (at EATA)
- Attend NATA Joint Committee Meeting - District Secretary Treasurers (DST) Meeting (Dallas area)
- Jan. 31 - the NATA will suspend membership of any individual who has paid their yearly dues in full

February

- After Feb. 1, verify membership status of all District One State Secretaries
- After Feb. 1, verify membership of all District One Executive Council members, Committee representatives and Chairs
- After Feb. 1, Verify membership status of current year District One EATA Quiz Bowl team members and alternate
- Remind state secretaries to verify membership of their respective Executive Council members (if NATA membership is required by state association bylaws)
- E-blast Welcome letters to new members and a thank you to those who have rejoined
- EATA Executive Board conference call
- *Timeline set for District One Election in April (if applicable)*
- *Notify EATA Webmaster of April election for District One Director (if applicable)*
- *Assist EATA Webmaster with logistics for April election for District One Director (if applicable)*
- *Verify eligibility of nominees for District One Director, in collaboration with District One Nominations & Elections Chair (if applicable)*

March

- District One Executive Council conference call
- Preliminary District One Executive Council schedule for NATA in Dropbox

- Arrange meeting space and time for District One Executive Council meeting at NATA
- EATA Executive Board conference call
- Send out e-blast notifications of District One online election (if applicable)

April

- District One Executive Council conference call
- Regular monthly responsibilities
- Assist District One Nominations & Elections Chair and EATA Webmaster with election for District One Director (if applicable)

May

- District One Executive Council Conference Call
- Confirm travel arrangements of District One Executive Council and Committee representatives for NATA
- Call for District One state reports (issue call in mid-May, for June special edition Notes - narrative & official reports)

June

- Attend EATA Executive Board Meeting (usually 1st weekend in June, at site of upcoming EATA convention)
- Confirm meeting space, date and time of District One Executive Council meeting at next EATA
- At EATA meeting site: Review spaces scheduled for next year's Executive Council meeting, Director's Luncheon, Student Ambassador breakfast, District One/District Two Joint Executive Council breakfast; confirm spaces with EATA President-Elect
- Special Edition of District One Notes
- District One Executive Council conference call (state reports) – 1st or 2nd week of June
- Finalize District One Executive Council schedule for NATA
- Confirm travel arrangements of District One Executive Council and Committee representatives for NATA
- District One officers conference call (final agenda for EC meeting at NATA)
- Draft of PowerPoint agenda for District One Membership meeting (ready before NATA)
- Attend District Secretary/Treasurers Meeting (on Committee Day at NATA)
- District One Executive Council Meeting (at NATA)
- Coordinate meal for Executive Council meeting at NATA
- District One Membership Meeting (at NATA)
- *Call for Nominations for District Elections (Secretary or Treasurer only, if applicable)*

July

- Review District One P&P and Bylaws

August

- Timeline set for District One Election in October (if applicable)
- Notify EATA Webmaster of October election (if applicable)
- Assist EATA Webmaster with logistics for Fall election (if applicable)
- Verify eligibility of nominees for District One Director, in collaboration with District One Nominations & Elections Chair (if applicable)

September

- Send out e-blast notifications of District One online election (if applicable)
- District One Executive Council conference call
- EATA Executive Board conference call

October

- Membership renewal starts Oct. 1 – promote renewal; remind members of payment plans
- Assist in District Elections with District One Nominations & Elections Chair and EATA Webmaster (as needed)
- Make arrangements with the host hotel for District One Director’s Luncheon at EATA
- Make arrangements with host hotel for meal for District One/District Two Joint Executive Council breakfast (*in years in which the EATA is held in District One*)
- Preliminary District One Executive Council & Officers’ schedules for EATA in Dropbox
- District One Executive Council conference call

November

- Promote membership renewal; remind members of payment plans
- Send invitations for Director’s Luncheon at EATA (e-mail in early Nov.)
- District One Executive Council conference call
- Call for District One state reports (issue call mid-Nov., for Dec. special edition Notes - narrative & official reports)
- EATA Executive Board conference call

December

- Reminders to renew membership
- Send reminders to Director’s Luncheon invitees who have not yet sent RSVP
- Collaborate with District One Webmaster on Holiday e-card (prior to Notes)
- Confirm travel arrangements for EATA Conference with District One Executive Council
- Finalize Executive Council and Officers’ schedules for EATA
- Special Edition District One Notes
- District One Executive Council conference call (state reports) – 1st or 2nd week of Dec.
- District One officers conference call (final agenda for EC meeting at EATA)
- Draft of PowerPoint agenda for District One Membership meeting (ready before EATA)
- Send electronic Holiday cards to all NATA BOD, NATA staff; EATA Board; District One leadership, District One Hall of Fame Members, District One EATA ‘49 Club members

Updated 8.14.2019

22.3. Timeline for the District One Treasurer

Monthly

Review applications for District One grants in collaboration with others, per the P&P for the respective grant

January

1. EATA Executive Board Meeting (at EATA Conference)
2. District One Executive Council Budget Meeting (at EATA Conference)
3. District One Membership Meeting (at EATA Conference)
4. EATA Banquet
 - A. Carl Krein \$2500.00
 - B. Frank George \$1500
 - C. Joseph Abraham \$1500
 - D. Kerkor “Koko” Kassabian Scholarship \$1500.00
 - E. EATA “C” Scholarship - \$1000
5. Pay out the District One Charles Redmond Scholarship for an ATOM member (awarded at the District One membership meeting, at the EATA Conference) \$2500
6. Pay for District One Executive Council Breakfast at the District One/District Two Joint Breakfast (at EATA)
7. Receive December dues disbursement on/before January 20
8. Attend NATA Joint Committee Meeting (NATA office.)
 - A. NATA pays for all travel and lodging costs for District officers.

February

- 1.
2. Pay out all travel expenses for EATA Conference
 - A. EATA pays all travel expenses District One Director, District One Secretary, District One Treasurer, and any Incoming Officers to attend the EATA Executive Board Meeting.
 - B. District One pays for the six State Presidents (State Presidents each have a total travel budget up to \$1400.00 per fiscal year) that may be used to offset costs associated with attending the EATA conference or NATA convention.
 - C. District One pays for one night of lodging at the EATA conference for the following District One committee chairs: GAC, SSATC, COPA, CUATC, YPC.
3. EATA conference call
4. Receive January dues disbursement on/before February 20th

March

1. District One conference call
2. Pay out the District One Carl Nelson Scholarship for a MATA member at the MATA Meeting (\$2500)
3. Pay out any remaining expenses for fiscal year

April

1. Pay out the District One Scholarship Daniel R. Sedory for a NHATA member at the NHATA Meeting (\$2500.00)
2. Contact accountant after April 15th to prepare the end of year taxes
Bruce E. Bernstien & Associates, P.C. Attorney at Law + Certified Public Accountant

Email: bbernstien@plusassociates.com
10440 N. Central Expressway, Suite 1040
Dallas, Texas 75231
214-706-0837 Direct
214-616-5320 Cell
214-378-7991 Home
214-706-0848 Fax

3. Confirm travel arrangements for NATA Annual Meeting
4. Free up funds for June travel expenses
5. District One Executive Council conference call
6. Receive Sponsorship and Career Center funds on/before April 20

May

1. Pay out the District One Dr. Kathleen Laquale Scholarship for a RIATA member at the RIATA/ATOM Conference (\$2500.00)
2. Pay out the District One Eduardo "Chico" Hernandez scholarship for a VATA member at the VATA Meeting (\$2500.00)
3. Pay out the District One Cathy Horne Scholarship for a CATA member at the CATA Meeting (\$2500.00)
4. Contact Financial Consultant for report
5. File taxes with accountant by May 31st
6. Reconcile check register for June Executive Council Meeting
7. Prepare updated budget for June Executive Council Meeting
8. Receive Invoice and pay D&O Insurance policies, approx. (\$2,000.00)

June

1. District Secretary/Treasurers Meeting (at NATA Annual Meeting)
2. District 1 Executive Council Meeting (at NATA Annual Meeting)
3. District 1 Membership Meeting (at NATA Annual Meeting)
4. Attend EATA Executive Board Meeting and/or Conference Call (at the site of upcoming year's EATA conference).
 - a. EATA pays for costs associated with the June meeting.
5. Pay for District One Executive Council Breakfast at the District One Executive Council Meeting

July

1. Pay out all travel expenses for NATA Annual Meeting
 - A. NATA pays for District One Director transportation, room, and meals (except for possible room upgrade)
 - B. District One pays for all Secretary and Treasurer transportation, room, and meals; however the NATA pays for one room night for both the Secretary and Treasurer
 - C. District One pays for one Student Delegate and 6 State Presidents (State Presidents each have a travel budget up to \$1400.00 per fiscal year) that may be used to offset costs associated with attending the EATA conference or NATA convention.
 - D. District One pays for one night of lodging at the NATA convention for the following committee chairs: GAC, SSATC, COPA, CUATC, YP.
2. Receive February-June dues disbursement on/before July 20th

August

September

October

1. Pay out Incorporation fee and District One website domain bills (approximately 125.00 and \$18.00)
2. Pay for NATA Luncheon (200.00)

November

1. EATA conference call
2. Remind all District One committees and Executive Council of upcoming budget request deadline.
3. Invite Financial Consultant to the District 1 Executive Council Meeting when the EATA Conference takes place in New England area
 - A. Brokerage firm pays travel expenses
 - B. District One offers breakfast/lunch as a courtesy

December

1. District One Budget Request Deadline December 1st
2. District 1 Executive Council conference call
3. Contact Financial/Investment Consultant to have written report for upcoming EATA meeting
4. Prepare budget for January Executive Council meeting
5. Reconcile check register for January Executive Council Meeting
6. Make travel arrangements for NATA Joint Committee meeting
 - A. NATA pays for all travel expenses for District Officers.
8. Write congratulatory letters for scholarship winners
9. Receive July-November dues disbursement on/before December 20th.

23. District One Committees

- 23.1. District One will post openings for District One representatives to NATA Committees and District One Committees or positions on the District One web site, via social media, and via standard electronic messaging from the District Director. Openings will be posted for a minimum of 30 days, except under extraordinary circumstances, as determined by the District Director.
- 23.2. District One representatives to NATA Committees will serve terms according to the most current NATA Policies and Procedures.
- 23.3. District One-based committee members and positions will serve a two-year term, once renewable.
 - 25.3.1. The Nominations and Elections Chair will serve a four-year term, non-renewable.

Appendix A: NATA District One Expense Form

Name (print): _____ Title/Position: _____ Event: _____

A receipt, dated within 1 month of the event, is necessary for reimbursement, no monies will be distributed without a receipt

	DATES							TOTAL
AIR TRAVEL								
RENTAL CAR								
GAS or MILEAGE (.575/mile) Enter number of miles Total								
GROUND TRANS.								
TOLLS								
PARKING								
HOTEL (room & tax)								
MEALS								
TIPS								
TELEPHONE								
REGISTRATION								
HONORARIUM								
POSTAGE								
COPYING								
OTHER: _____								
TOTAL EXPENSES								

I hereby swear and certify that the expenses listed above are appropriate and related to District 1 business: (Signature) _____

I would like to donate to the District 1 Scholarship/Research Fund: _____

I would like to donate to the NATA PAC : _____

Balance Due: _____

If cash reimbursements SEND CHECK TO: _____

District One Office Use Only	
Date Received: _____	
Total Authorized amount to be reimbursed: _____	Date of District I Check: _____ Check Number: _____
Please complete this form and mail it to: Diane Sartanowicz, 14 Oakwood Court, Framingham, MA 01701. Please retain a copy of this form and a copy of your receipts until you have been reimbursed, original receipts are required before payment can be made. Please email me (treasurerdistrictone@gmail.com) if you have any questions or concerns	
Rev 6/2015; 6/2017	

Appendix B-1: District One Legislative Superfund Request Form

Date: _____

State : _____ Person Completing form : _____

Activity Type (check one) :

Lobbyist (complete Section 1) Legal (complete Section 2) Lobbying Events (complete Section 3)

Date money needed : _____ Amount Requested : _____

Where do you want the money sent _____

1. Name of Lobbyist : _____ Phone: _____ Email _____

Bill Number if known _____

Goals of lobbying effort _____

Is this a one time expense Yes / NO

if no then please explain: _____

2. Name of Lawyer : _____ Phone: _____ Email _____

State the issue in specific terms and how it will affect athletic training in your state:

Is this a one time expense Yes / NO

if no then please explain: _____

3. Specify the title of the event _____ Date _____

Describe the event _____

What are the goals of the event _____

Who will be invited _____

How will attendance be tracked _____

State President's Signature

State Treasurer's Signature

State President's Name

State Treasurer's Name

* Please include your state association's Federal Income Tax Form from the previous year.

(Executive Board use only)

Date Approved / Declined by District 1 Executive Board : _____
(Circle one)

District Director's Signature

District Treasurer's Signature

District Director's Name

District Treasurer's Name

Date check sent _____ Check number _____

Appendix B-2: District One Legislative Superfund Post Activity Report

(This form must be completed within 12 months of receiving funds)

Date : _____

State : _____ Person Completing form : _____

Activity Type (check one) :

- | | | |
|--------------------------------------------------------|--|---------------------------------------------------------------|
| <input type="checkbox"/> Lobbyist (complete Section 1) | | <input type="checkbox"/> Lobbying Events (complete Section 2) |
| <input type="checkbox"/> Legal (complete Section 1) | | |

Amount Requested : _____ Amount Used : _____

1. Name of Lobbyist / Lawyer: _____ (please attach receipt of payment)

Bill Number _____

Did the Lobbyist meet goals described in Legislative Superfund Grant Request Form
(Please circle) Yes / No

If no Describe why _____

(if more money is needed please resubmit Legislative Superfund Grant Request Form)

2. Specify the title of the event _____ Date _____

Please attach list of all certified athletic trainers who attended the event, highlighting state/district leaders in attendance

Please attach list of all target audience attendees who attended the event, highlighting state/district leaders in attendance. (I.e. if the governor, house speaker, house member and/or senator attended the event) Please attach a summary of the measurable effects documenting that the event was a success. Include a photocopy of all receipts totaling the entire amount allocated with the remainder being refunded back to the fund.

We the undersigned State officers swear to the accuracy of the information provided in this form

State President's Signature

State Treasurer's Signature

State President's Name

State Treasurer's Name

* Please include your state association's Federal Income Tax Form for the year the funds were given.

Accepted by District 1 Executive Board YES / NO

Date : _____

Appendix C: District One Executive Council Conflict of Interest Policy & Disclosure



District One: Executive Council Conflict of interest Policy & Disclosure

CONFLICT OF INTEREST POLICY

Each member of the District One Executive Council will disclose every issue, subject, person or entity in which s/he has a financial or other interest where there is the potential that the District One Executive Council may make decisions affecting the issue, subject, person or entity. To ensure accurate, up-to-date information, District One Executive Council Members will update this disclosure statement at in-person meetings of the board.

Each Council Member will describe clearly his or her interest in each such issue, subject, person or entity on this form supplied by, and returned to, the District One Director. The information on this form will be reviewed by the District One Director, and shared with District One Executive Council if relevant to the discussion at hand.

Confidential Information

Confidential information disclosed to members of the District One Executive Council will be treated as confidential. They may not use or disclose confidential information except as authorized by the Director of District One, and they should make their best efforts to prevent unauthorized disclosure.

“Confidential information” includes that which is marked “Confidential” or which reasonably should be understood as expected to be kept in confidence, as well as deliberations, discussions and debates on those matters, unless the information is available through public sources.

Unauthorized disclosure of confidential information could cause irreparable harm and significant injury to District One and its members. Upon request, any confidential information will be returned to District One.

Financial Disclosure(s)

Please indicate any relevant financial interests below, including source of income, amount and impact.

Non-financial Disclosure(s)

Specify any relevant interests of a non-financial nature here.

I have read District One’s Conflict of Interest Policy and have disclosed all conflicts or potential conflicts of interest to the best of my knowledge. I agree to abide by the terms of the COI policy, and will amend it if

immediately if a previously undisclosed conflict or potential conflict arises.

Signature

Print Name

Date (January Executive Council meeting)

District

Policy Review and Update

I have reviewed the policy and updated my disclosures. (Please initial any changes.)

June Executive Council meeting (initial & date)

Revised 1/7/2017

Appendix D: NATA District One Executive Council Commitment to Serve

MY ROLE

NATA District One Executive Council members are charged with (1) upholding and helping fulfill the District One 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 One Director and/or executive board; and (3) remaining up-to-date on events and circumstances affecting the District One.

MY COMMITMENT

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

1. Make every effort to participate in all meetings related to my position on the Executive Council, as well as any committees to which I am assigned.
2. Be prepared for discussion at scheduled meetings by becoming familiar with all agenda topics in advance.
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. Attend the annual EATA meeting. (including Executive Council and District Meeting)
6. Attend the annual NATA meeting. (including Executive Council and District Meeting)
7. Represent the NATA and District One in a positive and supportive manner.
8. Display courteous conduct in meetings.

As a member of the District One Executive Council, 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 and conference calls. I am aware that not meeting the commitments outlined below may lead to dismissal from the Executive Council.

_____ **Yes**, I commit to the above and would like to serve on the NATA District One Executive Council. If I am unable to carry out my duties, I agree to resign my position.

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

Signature

Date

Appendix F: District One Safe Sports School Award Grant Application



District One Safe Sports School Award Grant Program

Procedures and Application

Eligibility & Requirements:

- 1) Members of NATA District One may apply for a District One Grant on behalf of schools that are first-time applicants for the Safe Sports School Award (SSSA). The grant covers the full cost of the application for the award (\$150).
- 2) The athletic trainer applying for the award must: (1) be an NATA member in good standing; (2) be a member of NATA District One; (3) have a National Provider Identifier (NPI) number; (4) be in good standing with the Board of Certification, Inc. (BOC); (5) have a current license to practice as an athletic trainer in the state in which the school is located.
- 3) Enrollment and completion of the current year survey in the [NATA ATLAS Program](#) is required.
- 4) The District One SSSA Grant and NATA SSSA have separate applications and processes. The member must apply for the District One Safe Sports School Award Grant prior to the final submission of the application to the NATA for the SSSA.

If you have any questions about the application process for the District One SSSA Grant or the Safe Sports School Award itself, please contact District One SSATC representative Valerie Webber at vwebber@standrews-ri.org for assistance.

Instructions

Part I:

- 1) Complete the District One SSSA Grant Application (see page 2).



District One Safe Sports School Grant Application

Member (athletic trainer) submitting application: _____

Name of School: _____ Date of grant application: _____

School Address: _____

City: _____ State: _____ Zip: _____

Member Information:

Phone (including area code): _____

E-mail address: _____

NATA Member # _____ NPI # _____

BOC # _____ State License # _____

Is the school currently enrolled in NATA ATLAS? Yes No

Is this a first-time application for the Safe Sports School Award? Yes No

Please indicate whether this application meets the criteria for a 1st or 2nd team award. 1st 2nd

I hereby represent and warrant that, to my reasonable knowledge, the information set forth above is accurate, correct, and complete.

Signature – Your Typed Name Above Will Be Considered Your Signature

Supplemental Materials to be Submitted with the District One SSSA Grant application:

- a) Copy of Safe Sports School Award application
- b) Copy of confirmation e-mail of School Admin approval of application
- c) **Part II:**
 - 1) Complete the NATA Safe Sport School Award (SSSA) application (Step 1 of 4).
 - a) The SSSA application is an online application [HERE](#)

NOTE: 1) If you get a message that you are not authorized to access the page, make sure are you logged-in to your NATA member account.

- 2) Click the “Notify School Admin” button to send them an email notification with links for their response (Step 2 of 4).
- 3) You’ll receive an e-mail informing you that your School Admin has approved the SSSA application and instructing you to complete the application process (Step 3 of 4). **STOP HERE and DO NOT complete Step 4 of the application yet.**
- 4) Take a screenshot of the e-mail confirmation you receive stating that your School Admin has approved the SSSA application. You may also save the e-mail as a PDF.
- 5) Save a copy of your SSSA application as a PDF (via choosing *Save as PDF* from the “printer-friendly version” dialog box at the top of the page) or as a Word document (via copy & pasting the entire application into a Word document).

Part III:

Submit the following documents to Valerie Webber at: vwebber@standrews-ri.org

- 1) District One SSSA Grant Application.
- 2) Copy of your SSSA application (PDF or Word document).
- 3) Screenshot or PDF of the e-mail confirmation that your School Admin has approved the SSSA application.

Part IV:

- 1) You will be notified by the District One Treasurer when your District One Grant application is approved.
- 2) Once you have been notified that you have received the grant, you may complete the SSSA application process online (Step 4 of 4). Make sure to complete the boxes indicating you will receive funds from District One in the amount of \$150.
- 3) The NATA will contact you regarding the status of your application for the Safe Sports School Award.
- 4) District One Grant funds will be disbursed directly to the NATA.

Application updated:
7/5/2017; 7/31/2019

Appendix G: NATA Member Privacy and Database Use Policy

(The most current NATA District Secretary/Treasurer Committee P&P will supersede this policy).

Members may opt out of non-essential communication with NATA and its district, state and regional associations and/or third-party communications.

Essential Communication (critical email only, NATA is the only point of contact)

- Dues invoices and reminders
- Presidential election information

Non-Essential Communication

- Legislative and governmental affairs information/calls to action
- Convention and event promotions
- Newsletters
- Professional development promotions
- Press releases
- Any NATA-sponsored emails promoting the profession, its interests and/or special interest groups
- State/district/regional communications (including nomination and election information)

Third Party Communications (information from businesses promoting AT products/services)

- Any use of NATA member contact information not sent by NATA directly, but through the sale of the email or mailing list

The Third-Party Communications List is purchased for one-time use only. Data must be destroyed following use, and must be repurchased from NATA for any additional messaging to NATA members.

Distribution Policy: NATA Membership Database

- District Secretaries receive access to the database from NATA and may distribute to the states, along with the NATA Member Privacy and Database Use policy
- States receive the database from their respective districts, along with the NATA Member Privacy and Database Use policy
- Regions receive the database from their respective state membership secretary (or related elected official), along with the NATA Member Privacy and Database Use policy
- The State Database Agreement statement must be included in any email sent that includes membership data
- District, state and regional representatives who have access to the database must comply with this Member Privacy and Database Use Policy

Appropriate use cases for district, state and regional levels include *:

- Legislative information/calls to actions
- State, district or regional athletic training business related and committee information
- NATA membership information
- Promotion of non-commercial AT events sponsored by national, district, state and regional associations
- Membership/needs assessment surveys**

Inappropriate use for district, state and regional levels includes (but is not limited to⁺):

- Resale of any database information

- Any third-party communications
- Campaigning for office
- Posting job vacancy notices not already posted on the NATA Career Center

A. Research Requests

Contact Lists for NATA Graduate/Undergraduate Student Member Research Projects

1. Student is guided to the NATA web site at <http://www.nata.org/research-survey-service> to submit their survey request.
2. The student will receive an email from Velma Meza (velmam@nata.org – Office Phone – 972-532-8850) confirming receipt of the survey request and total number of names pulled for the survey based on their criteria.
3. **No cost for one thousand emails and the NATA will send out email broadcast. If additional emails are needed the student can pay for anything over the one thousand at 9 cents per email.**

Contact Lists for Certified or Associate Member Research Projects

1. Certified Member is guided to the NATA web site <http://www.nata.org/research-survey-service> to submit their survey request.
2. The Certified Member will receive an email from Velma Meza confirming receipt of the survey request and total number of names pulled for the survey based on their criteria.
3. **The cost will be nine cents per email and the Member is responsible for sending out their own survey.**

Contact Lists for non-NATA Member Research Projects

1. Under review by NATA office and DST committee.

B. Advertising Requests

Contact List Requests from a State Organization

1. If one of your state organizations need a contact list for association business, you can send them what they need (i.e. Addresses for elections)
2. If a State Association is sponsoring or is a co-sponsor of a seminar, you may send them the list.
We would, however, encourage you to have the state secretaries or member chairs generate these contact lists from what you send them each month.

Contact List Requests for District Business

1. You may generate lists or mailing labels for any district business.

Contact List Requests from an NATA Member

1. A member may request mailing lists or email addresses at any time. If they are requesting a list for a “for profit” workshop, etc., they need to purchase the list from the NATA. You need to direct the member to the NATA Corporate Sales Team at the NATA office (sales@nata.org – Office Phone – 972-532-8814) who will handle their request. You do not have to do anything else. This email and voice mailbox is checked daily. **The cost will be nine cents (\$.09) per address plus a one-time one hundred dollar (\$100) set up fee.**
2. If the member is requesting the list for a “not for profit” cause (i.e. local college holding a free shoulder workshop for athletic trainers), you may create the list yourself. **No cost**

for contact list in this situation and if possible, you should send out email broadcast. If you cannot send it then they must sign the enclosed 'One Time Use Agreement Form.'

Contact List Requests from a non-NATA Member

1. A non-member may request mailing lists or email addresses at any time. You need to direct the individual to the NATA Corporate Sales Team at the NATA office who will handle their request. You do not have to do anything else. **The cost will be two hundred dollars (\$200) plus thirteen cents (\$.13) per address.**

***You may request a report with a listing of all contact lists that were sold over a determined time frame. This will enable to you help keep tabs on groups not abiding by the one-time use agreement.*