

Policy & Procedures

- I. ELECTION PROCEDURES** for the Election of President, Vice-President, Secretary, Treasurer, District Representatives, and at large representatives.
- A. President / Secretary/ Districts 2, 4, 6, 8, & at large representatives: Even years.
 - B. Vice-President / Treasurer/ District 1, 3, 5, & 7: Odd years.
 - 1. Nominations for the offices will be conducted by mail and closed on December 1st.
 - 2. Candidates will send in biographical information to the newsletter by January 1st.
 - 3. Nominations and requests for absentee ballots shall go to the Secretary.
 - 4. Mail-in ballots can be requested following the newsletter introduction of the candidates. Mail-in ballots must be postmarked by March 1st to be counted.
 - 5. Voting for the officers of the NCATA will be conducted at the Spring Symposium and Annual Business Meeting by written ballot.
 - 6. Results will be announced at the state meeting.
 - C. A current District Representative will fill any unexpired term for the Executive Board for the remainder of his/her term.

II. MEETING TIMES FOR THE BOARD OF DIRECTORS

- A. The Board of Directors of the NCATA will meet Quarterly. Dates and times will be posted on the Website.
- B. All meetings are open to the membership.

III. PUBLICATION OF NCATA NEWSLETTER

The NCATA Newsletter will be published electronically four times per year. The publishing dates are February, May, August, and November. Material to be submitted for publication should be in by the 10th of the preceding month. Send articles for publication directly to the editor. Ads for the newsletter may be sold.

IV. PAYMENT OF DUES

- A. Members of the National Athletic Trainers' Association are billed for their NCATA dues in their annual invoices.
- B. NCATA members who are not members of the National Athletic Trainers' Association (NATA) will be billed annually for their dues. Invoices will be mailed in November and must be returned to the NCATA Treasurer by December 31st
- C. Annual memberships expire December 31st.

V. APPLICATION FOR MEMBERSHIP

Any athletic trainer, physician, physical therapist, athletic training students, or other interested parties may make application to the NCATA for membership by filling out an application and

returning it with dues to the NCATA Secretary. This application may be done at any time during the year, but the new member will not appear in the NCATA directory if the application is received after June 15th of the same year. Upon paid receipt of dues of \$30, member will receive a membership packet. The packet will be a one-time mailing to new members.

VI. REIMBURSEMENT FOR EXPENSES

The NCATA will reimburse Board of Directors and Committee Chairmen according to state government reimbursement policy up to \$75.00 for travel to board meetings.

VII. ANNUAL MEETING

The NCATA will host a Spring Symposium and Annual Business Meeting. This meeting will be held in March. Locations will be held in various cities across the state.

VIII. AWARDS

The President shall appoint the Honors and awards Representative. The Duties of this person are to coordinate nominations and voting for the following awards. All award nominations will be due by January 1.

A. Longevity Award

Based entirely on years of membership in the NCATA not NATA membership.

- 20 years Paper Weight
- 25 years Plaque with lifetime membership in NCATA

B. North Carolina Athletic Trainer of the Year

1. Criteria

- a. Must be member of NCATA.
- b. Must be NCBATE Licensed.
- c. Can be nominated by any member of the NCATA.
- d. No self-nominations.
- e. Nominations will be made to the Honors and Awards Representative of the NCATA.
- f. Winners will be announced the Annual Meeting.

2. Eligibly for Nomination: Recipients of the awards in the last four years are not eligible. The President of the NCATA is not eligible for nomination.

3. Selection: Will be made by the Awards Committee.

4. Categories: There will be four categories of the NCATA North Carolina Athletic Trainer Awards:

- a. Secondary school
- b. College/University
- c. Clinical/Industrial/Professional
- d. Educator of the Year Award

5. Nomination: The sponsor member shall submit solicit a letter of recommendation for the nominee, along with a resume of vitae for the nominee. The sponsor members may also choose to submit additional letters of support.

D. Sports Medicine Person of the Year

1. Criteria:

- a. Open to any person dedicated to the health care profession who has made major contributions to the promotion of the Science of Athletic Training.
- b. Not limited to NCATA Membership.
- c. Not limited to BOC Certification.
- d. May be nominated by any voting member of the NCATA.
- e. No self-nomination.
- f. Nominations in the form of a written letter stating the reason(s) for nomination shall be sent to the President of the NCATA.
- g. Cannot be the same person as North Carolina Athletic Trainer of the Year.
- h. Winner will be announced in NCATA Spring Symposium and Annual Meeting.

2. Selection: Send nominations to Secretary. Selections will be made by the Awards Committee.

E. Service Award

1. Nominations:

- a. Open to businesses, medical practices and organizations, that have supported healthcare services above and beyond the expected, in support of athletic trainers.
- b. Business must be non-product oriented.
- c. Nominations must be in the form of written letter and sent to the Honors and Awards Committee.

2. Selection: Will be made by the Awards Committee.

F. Past Presidents Award

- 1.** Presented to the previous President at the conclusion of the one-year advisory role following his/her Presidency.
- 2.** Presented at the Spring Symposium and Annual Business Meeting in March.

G. Hall of Fame Award

1. Criteria for Nomination

- a. Nominee must be a current or retired BOC Certified member of the NCATA.
- b. Nominee must hold a current NCBATE license (unless retired).
- c. Nominee must have been certified for a minimum of 20 years and a member of the NCATA for a minimum of 15 years. (Does not have to be consecutive years).
- d. Nominee must have provided service to the NCATA.
- e. The sponsoring member should complete the nomination form. To sponsor a nominee for the Hall of Fame you must be a voting member of the NCATA.
- f. The nomination packet should be returned in one mailing to the Honors and Awards Committee.
- g. The Awards Committee reserves the right to identify and nominate worthy candidates who may not meet the above criteria.

2. Selection

- a. The NCATA Board of Directors will vote on the acceptance to the Hall of Fame.
- b. Winners will be recognized at the Spring Symposium and Annual Business Meeting.
- c. Criteria to gain entrance 75% vote.
- d. This award is limited to two inductees per year.

H. High School Athletic Training Awards

Al Proctor Student Assistant in Athletic Training Award

Bob Jamieson Student Assistant in Athletic Training Award

1. Request for application

Applications are available on-line and can be downloaded from the NCATA Web Site at www.ncathletictrainer.org.

2. Criteria for Nomination

- a. Rising College Freshman from a North Carolina high school
- b. High school GPA 2.5 on a 4.0 un-weighted scale
- c. Expresses an interest in continuing athletic training at the college level
- d. Attendance at sports medicine camps and clinics is encouraged
- e. Community service
- f. Academic achievement
- g. Good moral character

3. Selection

- a. Application, high school transcript, and recommendations from:
 - i. Principal
 - ii. Athletic Director
 - iii. Licensed Athletic Trainer (NCATA Member)

- b. The application must be returned to the NCATA Secretary in ONE mailing and received by January 1st.
- c. Selection will be made by the Awards Committee.
- d. Winner will be announced at the annual NCATA Sports Medicine Symposium and Business Meeting and will be presented with a plaque.

C. College/University Scholarships (3 @ \$1,500)

The NCATA offers three scholarships for current athletic training students enrolled at an accredited athletic training program in a college or university in North Carolina.

1. Request for applications

Applications are available on-line and can be downloaded from the NCATA Web Site at www.ncathletictrainer.org.

2. Criteria

To be eligible for consideration of an NCATA College/University scholarship, the applicant must meet the following at the time of application:

- a. Be a current member in good standing of the National Athletic Trainers Association and NCATA.
 - b. Be currently enrolled (accepted) in an accredited entry-level athletic training education program (ATEP) in North Carolina.
 - c. Must have earned a minimum of 2.5 overall GPA and a 3.0 in athletic training education program courses.
 - d. Provide 3 letters of recommendation from the following sources:
 - i. ATEP Director
 - ii. LAT clinical supervisor (must be different from the program director)
 - iii. One additional letter from the following: AD, MD, Coach, Instructor
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- a. Provide a copy of an official transcript with ATEP classes highlighted.
 - b. Provide a copy of the current NATA membership card.
 - c. Provide an essay (in the space provided) that must be typed, 10 point font min., and address your future plans and how you are/plan on achieving them.

Applications for these scholarships must be postmarked by February 1 of the current year. All supporting documentation must be included in the application packet. Letters of recommendation must be in individually sealed envelopes with a signature across the sealed flap. Send the completed application and required documentation to the current Secretary. **No applicant may be awarded more than one NCATA scholarship in a given year.**

NCATA Presidential Scholarship (leadership)

This scholarship is dedicated to the student who not only excels in their athletic training education, but also takes an active part in the leadership roles of their program, institution and community.

NCATA Hall of Fame Scholarship (academic excellence)

This scholarship is dedicated to the student who not only excels in their athletic training education, but also takes an active part in their community through which their service has improved the lives and experiences of those who they work with.

NCATA Pioneers Scholarship (service)

This scholarship is dedicated to the student who not only excels in their athletic training education, but also takes initiative and goes beyond the expectations of their peers.

Selection

- a. Selection will be made by the Awards Committee.
- b. Award winners will be recognized at the Spring Symposium and Annual Business Meeting in March.
- c. Plaques will be presented to the individual as well as their respective school. A check for the award will be presented to the award winner.

The Treasurer shall be responsible for securing awards, plaques, and checks for scholarships and expenses, to be presented at Spring Symposium and Annual Business Meeting and the Sports Medicine Symposium for Students.

IX. CODE OF ETHICS will be consistent with the NATA.