

North Carolina Athletic Trainers' Association

Policy & Procedures



Revised October 15, 2023

The North Carolina Athletic Trainers' Association (NCATA) strives to enhance the quality of healthcare for the physically active, promote the licensed athletic trainer and advance the profession of athletic training through education in the prevention, evaluation, management and rehabilitation of injuries and illness incurred by athletes. The NCATA will always work to protect the ability of licensed athletic trainers within the state of North Carolina to work to the full extent of their education and training within the Athletic Training Practice Act (G.S. 90-134). The Executive Board (EBOD) and Board of Representatives (BOR) serve as the governing body to set the direction of the organization, provide financial oversight, and establish, review, and modify policies and procedures to support the membership in accordance with the By-Laws. The following procedures/guidelines are set to ensure active and accountable governance of the NCATA.

Leadership – The Board is made up of an Executive Board and a Board of Representatives.

I. Executive Board (EBOD)

- a. Eligibility: As stated in the by-laws. In addition, a candidate must have served on the Board of Representatives or as a committee member within the immediately preceding five years.
- b. Election Procedures (Odd years – President and Secretary. Even years – Vice President, Treasurer)
 - i. Nominations for Executive Board offices will be conducted by e-mail and close on September 30th.
 - ii. Nominations will be sent to the Secretary/VP by August 1st.
 - iii. Candidates will send biographical information for publication on the website and in the newsletter by August 15th.
 - iv. Voting will be conducted on September 30th. All licensed members will receive an electronic ballot one week prior to the election date. Members will be allowed to cast only one vote for each officer election ending at midnight on September 30th.
 - v. The winning candidate must receive 10 more votes or greater than 2% of votes than other candidates. If this criterion is not met, the election will be extended for one more week. After the extended time, if the criterion is not met, the top two candidates will have a runoff.
 - vi. Elected candidates will begin their term at the Spring Business Meeting the following year. Prior to that time, they will serve in an “Elect role”.
- c. Past President will serve in an advisory role as a non-voting member of the EBOD for one year.
- d. EBOD Responsibilities:
 - i. Assist in appointing of Board of Representative Members
 - ii. Serve as supervisory members of a committee.
 - iii. Attend/lead meetings (Board, NCATA, etc.)
 - iv. Foster and encourage relationships with other associations and organizations (DPI, NCHSAA, NCSHOF, NCBATE)
 - v. Liaison to NCATA Committees
 - vi. Represent the NCATA membership in media, meetings, etc.
 - vii. Oversee elections process.

- viii. Provide information to the Public Relations Committee, Newsletter, and Webmaster for distribution.
 - ix. Coordinate activities with the PAC and Governmental Affairs Committee.
 - x. Ensure representation is present at MAATA, D3 meetings at NATA, NATA State meeting, regulatory conferences, etc.
- e. Position Descriptions: The following describes a list of responsibilities for each position; these roles may require additional responsibilities as needed.
- i. President
 1. Lead the organization.
 2. Primary decision maker with input and feedback from the Board.
 3. Member of the MAATA Executive Council; attends monthly meetings.
 4. Make appearances at the NATA and MAATA events including Public Relations; attend partner meetings.
 - ii. Vice President
 1. Support the President
 2. Make appearances at NCATA and partner events and meetings, especially in the absence of the President.
 3. Serve in the role of Parliamentarian.
 4. Lead elections on odd years (President & Secretary).
 5. Distribute and collect annual committee report forms.
 - iii. Secretary
 1. Manage and organize documentation for the organization.
 2. Take minutes during NCATA meetings (EBOD, Board, & Business Meeting).
 3. Provide information for social media and website as it pertains to EBOD activities.
 4. Manage all internal communication as it pertains to getting information out to the membership.
 5. Maintain updated NCATA Leadership and Committee directory.
 6. Distribute and collect annual Board member Conflict of Interest and Disclosure Affirmation forms. (December/January & as needed)
 7. Maintain NCATA secondary membership directory.
 8. Lead elections on even years (Vice President & Treasurer).
 - iv. Treasurer
 1. Manage NCATA budget.
 2. Pay, record, and organize bills.
 3. Manage all taxes and documentation of yearly allocations and profits.
 4. Provide transparency on Association expenditures.
 5. Manage bank accounts and investments.
 6. Chair of the Finance Committee.
 7. Send documents to CPA for taxes (February/March)
 8. Send quarterly budget updates (April, July, October, January).
 9. Work with Symposium Registration Chair to price point symposium (December/January).
 10. Work with Vendor Coordinator to invoice sponsors/donors.

11. Work with Programming Committee for associated costs (honorariums, facility, and catering costs, etc.).
12. Submit payment for BOC (through PD Chair).
13. Submit payment for website domain and URL.
14. Pay Google (EBOD & PR Committee email and Drive accounts).
15. Pay for Webservice – Sharri Jackson Creative.
16. Pay reimbursements as needed per Policy and Procedures.
17. Work with EBOD on Symposium location and prices (Year-Round as needed).
18. Manage Safe School Grant applications and payments (as they are submitted).
19. Present budget update for previous year and introduce current budget for membership vote (recorded video/electronic vote with annual elections – October).
20. Act as EOB liaison for various committees.
21. Manage NCATA secondary membership submissions (only good for 1 calendar year), forwarding names to Secretary for directory.

II. Board of Representatives (BOR)

- a. The Secretary will poll current Board members and Committee Chairs to determine interest in continuation status in January.
- b. The President elect will solicit the membership for interest in serving on the BOR or as Committee Chairs by March.
- c. The President shall make appointments with the approval of the EBOD. by March.
- d. There will be staggered appointments, with a term of 2 years. One of each 2 work setting representatives will be up for appointment/re-appointment annually. This is in the By-Laws.
- e. The BOR will consist of 7 members representing the various work settings of athletic trainers. (At least 51% of the member's time must be spent in the designated work setting for the purposes of classification).
 - i. Secondary School (One public school, one private school)
 - ii. College & University (One educator and one primarily clinically active)
 - iii. Clinical & Emerging Practice (various settings)
 - iv. Professional Sports
- f. Roles and responsibilities:
 - i. Support the interests of representative groups as it pertains to items of discussion or voting by the Board.
 - ii. Serve as members of committees and events that align with their interests.
 - iii. Provide information to the Honors & Awards Committee for potential nominees.
 - iv. Attend Board meetings.
 - v. Vote and provide feedback to the EBOD.
 - vi. Advertise and/or support NCATA events (i.e. - PR events, conferences).
Attendance not required but encouraged.

III. Committees and Committee Chair Appointment

- a. Standing Committees
 - i. Finance
 - ii. Settings

- iii. Honors & Awards
- iv. Governmental Affairs
- v. Diversity, Equity, and Inclusion
- vi. Young Professionals
- vii. Public Relations
- viii. Program Development Committee
 - 1. Subcommittees
 - a. Registration
 - b. Hotel/Facility Logistics
 - c. Sponsorships
 - d. Student Programming/Quiz Bowl
- b. Committee Organization
 - i. Committee Chairs will be appointed by the President with the concurrence of the Executive Board. Committee Chairs serve at the pleasure of the President and may be replaced as needed.
 - ii. The finance committee will be chaired by the NCATA Treasurer, and consist of one past-president, the current chair of Registration, and two At-Large members approved by the EBOD.
 - iii. The remaining committees will have Co-chairs and a Board liaison. The committee chairs should seek diversity in all applicable areas.
- c. Committee Chair Roles and Responsibilities:
 - i. Create committees that are regionally diverse (across the state)
 - ii. Provide reports to the Board at meetings.
 - iii. Lead meetings at least two times per year with full committee (in person or virtual).
 - iv. Provide Board with committee goals and accomplishments annually (January).
 - v. Maintain and provide information for committee webpage and newsletter.
 - vi. Use Google Drive committee folder to document achievements, events, and minutes.
 - vii. Update committee member list in NCATA Leadership Directory annually or as needed. (January)
 - viii. Provide content for the symposium and newsletter that addresses the needs of the membership.
 - ix. Advertise and/or support NCATA events (i.e. - PR events, conferences). Attendance not required but encouraged.
 - x. Communicate with NCATA Treasurer regarding budgeting requests, reimbursements, and payments for events.

IV. NCATA Home Address will be at:

- a. Curator: Jarrett Friday
3051 Drayton Hall Way
Gastonia, NC 28056

V. Meeting Times for the Board

- a. The Board shall meet quarterly (in person or virtually).
- b. To conduct business, a majority of the Board must be present to form a quorum.

- c. All meetings are open to the membership; however, the Board may enter into executive session with the assent of at least 50% of the Board members. Dates and times will be posted on the website.
- d. The President may call for additional meetings of conference calls as needed.

Business

- VI. Publication of the NCATA Newsletter
 - a. The NCATA Newsletter will be published bi-annually but could be up to four times per year. Material shall be submitted to the editor for publication by the 10th of the month.
- VII. Application for Membership and Payment of Dues
 - a. Members of the National Athletic Trainers' Association are billed for their NCATA dues in their annual invoices and the NCATA encourages all athletic trainers in the state to be members of the NATA.
 - b. Any athletic trainer, physician, physical therapist, athletic training student or other interested individual may make an application to the NCATA for membership by downloading a membership application from the website and sending the application with payment to the NCATA Treasurer. The treasurer will forward the application to the NCATA Secretary after the dues have been deposited. The Secretary will add the names to a secondary membership spreadsheet.
 - c. Retired members must provide proof of NATA retired membership status or apply for retired membership status with the NCATA.
 - d. Annual Membership expires December 31st.
- VIII. Reimbursement for Expenses
 - a. The NCATA will reimburse members of the Board of Directors, Board of Representatives, and committee chairs according to state government reimbursement policy at the state-based rate per mile up to \$100.00 for travel to board meetings.
 - b. The NCATA Committee chairs can approve requests for reimbursement of member costs for participation in sponsored events to be submitted to the Treasurer. Reimbursement requests of \geq \$500 must be approved by the EBOD.
- IX. Educational and Membership Meetings
 - a. Spring Symposium and Business Meeting
 - i. The NCATA will host a spring clinical symposium and business meeting.
 - ii. Locations will be held in various cities across the state as determined by the EBOD based on recommendations from the programming and finance committees.
 - 1. Entities may submit requests to serve as host sites for the symposium by completing the NCATA Symposium Site form.
 - a. <https://forms.gle/Y4Pq5YMKxGGMUGd98>
 - 2. Site Selection Committee Makeup
 - i. EBOD
 - ii. Programming Committee Chair
 - iii. Director of Registration

- iv. Director of Sponsorships/Vendors
- iii. Registration Compensation
 - 1. The following persons will be given free registration for the symposium:
 - a. All speakers, excluding poster presenters.
 - b. Director of Registration
 - c. Hall of Fame members
 - d. Chair/s of the following committees
 - i. Program Development
 - ii. Public Relations
 - iii. Honors and Awards
 - e. Individual committees may opt to pay for registration of its member(s). For specifics refer to the committee Policy and Procedures Manual.
 - b. Other Committee Programming Seeking BOC CEU Awarding.
 - i. Committee MUST communicate with the Chair/s of the Program Development Committee to ensure compliance with BOC Provider requirements.
- X. Honors and Awards (All award nominations are due by January 1)
 - a. AT Service Award
 - i. Eligibility Criteria
 - 1. Must be a member of the NCATA.
 - 2. Must be a current practicing athletic trainer.
 - 3. Must be NCBATE licensed.
 - 4. Can be nominated by any member of the NCATA.
 - 5. No self-nominations
 - 6. Nominations will be made to the Honors and Awards Representative of the NCATA
 - 7. Winners will be announced at the Annual Meeting
 - ii. Not eligible for nomination:
 - 1. Recipients of the award in the last four years are not eligible.
 - 2. The President of the NCATA is not eligible for nomination.
 - i. Selection will be made by the Honors & Awards Committee.
 - ii. The sponsor member shall submit a letter of recommendation for the nominee. The sponsor may also choose to submit additional letters of support but not required.
 - b. Presidential Award
 - i. Eligibility
 - 1. Open to any person, business, medical practices, or organization dedicated to the healthcare profession who has made major contributions to the profession of Athletic Training
 - 2. Not limited to NCATA Membership
 - 3. Not limited to BOC Certification
 - 4. May be nominated by any voting member of the NCATA.
 - 5. No self-nomination
 - 6. Nominations will be made to the Honors and Awards Representative of the NCATA

7. Businesses must be non-product oriented.
8. Winner will be announced at the Annual Meeting
- ii. Selection will be made by the Honors & Awards Committee.
- c. Bill Griffin Most Distinguished Athletic Trainer Award
 - i. Eligibility Criteria
 1. Must be a regular member of the NCATA for a minimum of 10 years.
 2. Must be NCBATE licensed.
 3. May be nominated by any member of the Board.
 4. Candidates must have performed exemplary service to the association, advancing the cause and mission of the NCATA.
 5. No self-nominations.
 6. Nominations will be made to the Honors and Awards Committee Chair
 7. Award winners will be announced at the Annual Meeting.
 - ii. Selection will be made by the Honors & Awards Committee
- d. College/University Scholarships
 - i. The NCATA offers college scholarships (a maximum of three as determined by the Board) for students currently enrolled in a CAATE accredited Professional Athletic Training Program in North Carolina.
 - ii. Eligibility
 1. Be a current member in good standing of the NATA and NCATA.
 2. Be enrolled (accepted) in CAATE accredited Professional Athletic Training Program (ATP) in North Carolina.
 3. Minimum overall GPA of 3.0
 4. Provide 3 letters of recommendation from the following.
 - a. ATP Program Director
 - b. LAT, ATC
 - c. One letter from any of the following:
 - i. MD
 - ii. Instructor
 - iii. Athletic Trainer
 5. Provide a copy of their Graduate college/university transcript.
 6. Provide a copy of their current NATA membership card.
 7. Provide a typed, one-page essay (10 pt. font, 1-inch margins) that addresses their athletic training goals and aspirations and how they plan on achieving them.
 - iii. Application
 1. Available at www.ncathletictrainer.org
 2. Applications must be emailed by February 1; official transcripts postmarked by February 1.
 3. The application is completed online.
 - iv. The number of scholarships available will be determined by the Board, based on the recommendations of the Honors and Awards Committee. Up to three (3) scholarships will be awarded annually. Selection will be made by the Honors and Awards Committee, and they will determine which scholarship an applicant receives based on a review of their application, transcript, and letters of recommendation.

e. Hall of Fame Award

i. Eligibility

1. Nominees must be a current or retired BOC Certified Member of the NCATA.
2. Nominee must hold a current NCBATE License (unless retired)
3. Nominees 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).
4. Nominees must have provided service to the NCATA.
5. Sponsoring members must be a regular member of the NCATA.
6. The sponsoring member should complete the nomination form.
7. The application packet should be returned in one mailing to the Honors and Awards Committee.
8. The EBOD has the right to identify and nominate worthy individuals for consideration who may not meet the above criteria.

ii. Selection

1. Application packets including all letters of recommendation are due by January 1st. Application packets are active for two consecutive Hall of Fame award cycles in the event the nominee is not inducted into the Hall of Fame.
2. The previous two past presidents will score the applications and send to the Board the nomination form, the application packet, and a summary of the HOF Score Sheet.
3. The NCATA Board members will vote on induction into the NCATA Hall of Fame.
4. To be inducted, candidates must receive a 75% vote of the Board.
5. Inductees will be recognized at the Spring Meeting
6. The award is limited to two inductees per year. Additional candidates may be inducted at the discretion of the Board.

XI. Sponsorship – The NCATA has a program in place to secure sponsors of the organization and annual meeting (s). Application information can be found on the website under Sponsorships.

XII. The NCATA shall use the NATA Code of Ethics.

XIII. The NCATA Record and Retention Policy

All official documents of the NCATA will be retained for seven years in the NCATA secure Google drive. The Secretary will be responsible for managing documents in the EBOD and Board/Committee folders and maintaining official documents and forms.

XIV. The NCATA Conflict of Interest and Disclosure Policy

On January 12, 2014, the NCATA Board of Directors adopted the conflict-of-interest policy that is designed to protect the interest of North Carolina Athletic Trainers Association when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction.

This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and tax-exempt organizations.

- a. The NCATA Conflict of Interest and Disclosure Policy must be signed annually by all board members who affirms that he/she:
 - i. has received a copy of the Policy.
 - ii. Has read and understood the Policy.
 - iii. Agrees to comply with the Policy.
 - iv. Understands that the Organization is a business league under Section 501(c)(6) of the Internal Revenue Code of 1986, as amended (the “Code”), and as such the Organization is an organization exempt from taxation under Section 501(a) of the Code.
 - v. Understands that to maintain its federal tax exemption the Organization must engage primarily in activities which accomplish one or more of its tax-exempt purposes.