

# **ARIZONA ATHLETIC TRAINERS ASSOCIATION**

## **PROCEDURE MANUAL**

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## **1.0 Establishment of Policies and Procedures**

1.01 All policies and procedures for the Arizona Athletic Trainers Association (AzATA or the Association) shall be established by the Board of Directors (Board).

1.02 A majority vote of the Board is required to adopt, amend, or delete policies and procedures.

## **2.0 Membership**

### **2.01 Classification Requirements**

- A. Certified members shall be athletic trainers certified by the National Athletic Trainers Association Board of Certification, Inc. (NATA-BOC), in good standing and who reside or are employed in the State of Arizona.
- B. Associate members shall be those individuals who are associate members of the NATA and reside in the State of Arizona.
- C. Student members shall be athletic training students enrolled in a high school, junior college, college, or university within the State of Arizona and may be a student member of the NATA.
- D. Honorary Members
  - 1. Honorary members shall be selected by the Board.
  - 2. A person may be nominated for honorary membership by any voting member of the Association.
  - 3. Nominations shall be submitted to the Board of Directors for the Association.
  - 4. The criteria to be examined for granting honorary membership shall include:
    - a. Contributions to the advancement of sports medicine in the State of Arizona.
    - b. Contributions to the advancement of athletic training in the State of Arizona.

### **2.02 Application for Membership**

- A. For membership in the Association prospective members shall include the classification desired and proof of qualification to hold the classification of membership with the NATA and the RMATA.
  - 1. Proof of certification shall be a current certified membership card in the NATA or documentation from the NATA acknowledging the prospective members certification.
  - 2. Proof of retired status shall be a current certified retired membership card in the NATA or documentation from the NATA acknowledging the prospective members retired status.
  - 3. Proof of qualification for student membership shall be a letter verifying the status from the student's supervising athletic trainer, or an administrator at the school if an athletic trainer is not employed by the school.
- B. AzATA dues are distributed by District 7 to the Association, and are collected by the NATA.

- C. Those members who wish to join the AzATA without becoming a member of the NATA or RMATA must submit a membership application for approval by the Board of Directors. The President shall place the approval of the AzATA membership application on the agenda of the next regularly scheduled meeting of the Board., and will use information provided in the application to determine if the member's application should be accepted.
- D. A majority vote of the Board is required to approve membership in the Association.
- E. Upon approval of membership status, the Secretary shall add the new member(s) to the membership list of the association.
- F. Changing of classifications requires contacting the NATA to change membership status.

#### 2.03 Dues

- A. Dues shall be set by a majority vote of the Board, in conjunction with input from the other state associations within district 7.
- B. Dues for certified members shall be twenty (\$20) dollars per year.
- C. Dues for student members of the Association shall be twenty (\$20) dollars per year.
- D. Honorary members shall pay no dues.
- E. Dues shall be paid by January 1 of each year to the NATA office.
- F. The President shall receive from District 7 disbursement of the dues collected through the NATA's dues and forward them on to the Treasurer.
- H. Those individuals who are not members of the NATA and are still qualified to be a member of the AzATA are permitted to pay their dues directly to the Treasurer.
- I. There shall be a fifteen (15) dollar charge, in addition to the dues, for any member who had their membership terminated for the lack of dues payment.
- J. The schedule for prorating dues for new members entering the Association shall be as follows:
  - 1. January 1 - June 30: 100%
  - 2. July 1 - August 30: 60%
  - 3. September 1 - November 30: 40%
  - 4. December 1 - December 31: No dues
- K. The Board may, by majority vote, waive any dues or fees for any member.

#### 2.04 Suspension and Termination of Membership

- A. Suspension of membership shall have the effect of temporarily revoking membership rights and privileges.
- B. Termination of membership shall have the effect of ending all membership rights and privileges.
- C. Grounds for suspension of membership shall include:

1. Failure to pay dues within ninety (90) days of January 1.
  2. Acts contrary to the purposes and objectives of the Association.
- D. Grounds for termination for membership shall include:
1. Failure to pay dues within one-hundred-fifty (150) days of January 1.
  2. Failure to meet the qualifications for membership in the Association.
  3. Acts contrary to the purposes and objectives of the Association.
- E. Suspension or termination due to 2.04(C)1 and 2.04(D)1 shall occur automatically. All other decisions to suspend or terminate membership must be made by a majority vote of the Board.
- F. Any member suspended or terminated due to reasons other than non-payment shall be notified, in writing, by the Secretary.
- G. Any member being suspended or terminated may request, in writing to the President within ten (10) days of the notification of suspension or termination, a hearing in front of the Board to dispute the suspension or termination.
- H. The hearing before the Board shall be held at the next regularly scheduled meeting of the Board, provided that the request for a hearing is received thirty (30) days prior to the meeting, and shall follow policies and procedures established for hearings.
- I. The member may appeal the Board's decision to suspend or terminate membership to the membership of the Association.
- J. The member appealing must submit the appeal, in writing, to the President of the Association not more than ten (10) days after notification of the decision of the Board.
- K. The appeal shall be heard at the next regularly scheduled meeting of the membership, provided that the request for an appeal before the membership is received thirty (30) days before the meeting.
- L. The appeal shall be conducted following policies and procedures established by the Board.
- M. The vote of the membership shall be by secret ballot, with a majority of those voting determining the outcome of the appeal.
- N. The voting membership may, upon majority vote, bar a terminated member from future membership in the Association.
- O. Members of the Board who are suspended shall also be suspended from their membership on the Board.
- P. Members of the Board who are terminated shall also be terminated from their membership on the Board.

#### 2.05 Meetings of the Membership

- A. Meetings of the membership shall be called in a manner consistent with the Constitution and By-Laws of the Association.

- B. The President of the Association shall submit an agenda to all members of the Board ten (10) days prior to all regularly scheduled meetings of the membership.
- C. Meetings of the membership shall be conducted in a manner consistent with "Robert's Rules of Order."
- D. The Secretary shall keep complete minutes of membership meetings and distribute them to the membership of the Association.

#### 2.06 Hearings before the Membership

- A. Hearings before the membership shall be conducted in a fair and impartial manner.
- B. Judicial rules of evidence and procedure shall not apply in hearings conducted before the membership.
- C. The President shall preside over the hearing unless the President is a party in the hearing, whereupon the Board shall appoint one of its members to preside.
- D. The Board, by majority vote, may appoint an individual or individuals to represent the interests of the Association.
- E. The member requesting the hearing may, at no cost to the Association, have an individual or individuals represent the interests of the member.
- F. The Association and member involved may present evidence and testimony, with the Association proceeding first, that may be pertinent to the hearing and evidence may be rebutted.
- G. After evidence has been presented, the membership shall vote, by secret ballot.

### **3.0 The Board of Directors**

#### 3.01 Voting Members of the Board

- A. The President of the Association shall:
  1. Preside over all meetings of the Association.
  2. Preside over all meetings of the Board.
  3. Represent the Association in dealings with other organizations.
  4. Appoint committee chairs and advisory members of the Board with the consent of the Board.
  5. Provide for the implementation of the Constitution, By-Laws, and Policies and Procedures of the Association.
  6. Oversee the functions of the members of the Board.
  7. Oversee the financial transactions of the Association.
  8. Appoint members to fill vacant positions on the Board.
- B. The Vice President shall:

1. Perform the duties of the President in the absence of the President.
  2. Take the office of the President if the President can no longer fulfill the duties of the President.
- C. The Secretary shall:
1. Keep all records and papers of the Association.
  2. Keep records of meetings of the membership and the Board.
  3. Complete correspondence as required by the Constitution, By-Laws, Policies and Procedures of the Association or requested by the President.
  4. Carry out elections as proscribed in the Constitution, By-Laws, Policies and Procedures of the Association.
- D. The At-Large members shall:
1. Represent the interests of their area of employment in matters before the Board.
  2. Serve as a liaison between members in their area of employment and the Board.
  3. Assist in implementing the Policies and Procedures of the Association as directed by the President.
  4. The areas of employment represented by the at-large members shall be:
    - a. College and University
    - b. High School
    - c. Clinical, Professional, and other
- E. The Treasurer shall be a voting member of the Board and shall:
1. Keep a complete record of all financial transactions of the Association.
  2. Submit to the Secretary all reports required by the Policies and Procedures of the Association.
  3. Complete the financial transactions of the Association as directed by the Board.

### 3.02 Advisory Members of the Board

- A. Advisory members of the Board shall be appointed by the President with the approval of the Board.
- B. Advisory members shall serve a term of one (1) year with no limit on reappointment.
- C. Advisory members shall have no vote on matters before the Board.
- D. The Parliamentarian, if present, shall be an advisory member of the Board and shall:
  1. Advise the President and Board on matters regarding parliamentary procedure.

2. The Parliamentarian shall follow "Robert's Rules of Order."

### 3.03 Meetings of the Board

- A. Meetings of the Board shall be called in a manner consistent with the Constitution and By-Laws of the Association.
- B. The President of the Association shall submit an agenda to all members of the Board ten (10) days prior to all regularly scheduled meetings of the Board.
- C. Meetings of the Board shall be conducted in a manner consistent with "Robert's Rules of Order."
- D. The Secretary shall keep complete minutes of Board meetings and distribute them to the membership of the Association.
- E. Board Members attending board meetings may be reimbursed for their travel expenses in accordance with the following provisions:
  1. Each individual Board member can be reimbursed for travel to AzATA board meetings .
  2. Mileage will be reimbursed at a fixed rate (40 cents per mile) as follows:

a. Tucson to Phoenix or Phoenix to Tucson	232 miles
b. Tucson to Flagstaff or Flagstaff to Tucson	520 miles
c. Phoenix to Flagstaff or Flagstaff to Phoenix	288 miles
  3. Each Individual Board member traveling will be reimbursed \$10.00 for meal money
  4. Board meetings held in conjunction with Winter and Summer meetings, each board member will be reimbursed for one nights stay in a hotel, not to exceed \$150.00
  5. Any Board member requesting travel reimbursement will need to fill out a Travel Reimbursement Form.

### 3.04 Hearings before the Board

- A. Hearings before the Board shall be conducted in a fair and impartial manner.
- B. Judicial rules of evidence and procedure shall not apply in hearings conducted before the Board.
- C. The President shall preside over the hearing unless the President is a party in the hearing, whereupon the Board shall appoint one of its members to preside.
- D. No member on the Board shall sit on the Board at the hearing if there is a conflict of interest involving the topic of the hearing. The Board may, by majority vote, exclude a member or members of the Board from the hearing.
- E. The Board, by majority vote, may appoint an individual or individuals to represent the interests of the Association.
- F. The member requesting the hearing may, at no cost to the Association, have an individual or individuals represent the interests of the member.
- G. The Association and member involved may present evidence and testimony, with the Association proceeding first, that may be pertinent to the hearing and evidence may be rebutted.

- H. After the evidence is presented, the Board shall adjourn into Executive Session to deliberate and decide the issue.
- I. A majority vote of the Board is necessary to render a decision.
- J. The Board shall announce the decision at the hearing and the Secretary shall inform all individuals involved, in writing, no later than five (5) days after the hearing.

### 3.05 Impeachment of Board Members

- A. Any member of the Association may notify a voting member of the Board of allegations that may warrant impeachment.
- B. The voting member of the Board with the knowledge of the allegations shall notify the President, in writing, within ten (10) days. If the allegation involves the President, the Vice President shall act as President in all matters pertaining to the impeachment process.
- C. The President shall notify the accused member of the Board of the allegations, in writing, within ten (10) days.
- D. The President shall set a hearing date that shall be no less than 30 days after or more than 60 days after the member of the Board has been notified of the allegations.
- E. The hearing shall be held as proscribed in the Policies and Procedures of the Association.
- F. The Board member accused shall not participate in Board actions dealing with the impeachment process.
- G. If the Board decides, by majority vote, that evidence exists to warrant a hearing before the membership, they shall draw up articles of impeachment.
- H. The articles of impeachment shall include specific charges against the Board member. These shall be mailed to every voting member of the Association, by the Secretary or Board designee, ten (10) days prior to the next regularly scheduled meeting of the membership.
- I. If articles of impeachment are drawn, the Board member accused shall be suspended from the Board pending the outcome of the impeachment hearing.
- J. The impeachment hearing shall be held at the next regularly scheduled meeting of the membership, provided that sufficient time exists for the proper notification of the membership.
- K. The President shall preside over the impeachment hearing.
- L. The hearing shall be held as proscribed in the Policies and Procedures of the Association.
- M. Upon conclusion of the presentation of evidence, the membership shall vote, by secret ballot, on all charges in the articles of impeachment individually.
- N. If, by two-thirds (2/3) majority vote, the accused Board member is found guilty on any charge, the member shall no longer hold their office in the Association.
- O. If a two-thirds (2/3) majority does not vote to find the Board member guilty, the board member shall resume office with no penalties or other stipulations.
- P. The decision of the membership shall in no way effect the membership status of the accused Board member.

### 3.06 Executive Sessions

- A. The Board may, at any time during a meeting, adjourn into executive session.
- B. A majority vote of the Board is required to convene an executive session.
- C. No decisions shall be made, nor motions presented, during an executive session.
- D. Any person, except voting members of the Board, may be excluded from the executive session
- E. The minutes of an executive session shall not be published, except by majority vote of the Board.
- F. A summary of the proceedings shall be placed into the minutes with any confidential items excluded as determined by a majority vote of the Board.

## 4.0 Committees

### 4.01 Types of Committees

- A. The types of committees shall be:
  - 1. Standing.
  - 2. Special.
  - 3. Ex Officio.
- B. Standing committees shall be those established permanently by the Board.
- C. Special committees shall be those established by the Board for a specific purpose. Special committees shall exist for a period of one (1) year and may be extended by the Board.
- D. Ex Officio committees shall be those committees established by the Board that have membership based upon offices held within the Association.
- E. Specific committees and their functions shall be established in the policies of the Association.
- F. All committee chairs shall submit a written report to their board liaison no later than fourteen (14) days before a regularly scheduled meeting of the Board. Board liaisons will forward reports to secretary at least 2 days prior to meeting.
- G. Committee chairs, or board liaison, shall give an oral report of committee activities at regularly scheduled meetings of the membership.
- H. Committees will work within their given budget and make sound financial decisions in the best interest of the association. Work in direct contact with the treasurer.

### 4.02 Appointment of Members to Committees

- A. No part of this section shall apply to Ex Officio committees.
- B. The chairperson of each committee shall be appointed by the President with the consent of the Board.

- C. The members of committees shall be appointed by the chairperson of the committee with the consent of the Board.
- D. The Board, at any time, may vote to approve or eliminate any committee member.

## **5.0 Elections**

### 5.01 Elections for Members of the Board

- A. Nominations of candidates for the Board shall be accepted by mail, to the Secretary, thirty (30) days before, or made in person, at the semi-annual meeting of the membership in odd numbered years.
- B. The right to nominate members for the Board shall be that of voting members only.
- C. Candidates shall have ten (10) days after the nomination to decline the nomination.
- D. The Secretary of the Association shall verify that all candidates are qualified to serve on the Board.
- E. Ballots shall be produced by the Secretary or Association Publisher, including all qualified candidates accepting nomination and the position on the Board. Ballots should conform to 5.04 (C) of these Policies and Procedures.
- F. Ballots shall be distributed, by the Secretary or Association Publisher, to all voting members fifteen (15) days after the semi-annual meeting of the membership.
- G. The vote will be conducted in accordance with section 5.04 of these Policies and Procedures.
- H. The Secretary shall notify all candidates of the result of the election not more than five (5) days after the results are accepted by the Board.
- I. If no candidate receives a majority of the vote, a run-off election shall be held between the two candidates with the highest vote totals.
- J. The run-off election shall follow the same policies and procedures as a regular election, except that the ballots shall be sent five (5) days after the Board accepts the results.

### 5.02 Amendments to the Constitution

- A. Amendments to the Constitution shall be proposed and ratified in accordance to the provisions in the Constitution of the Association.
- B. Any voting member may propose an amendment to the Constitution.
- C. A proposed amendment shall be submitted, in writing, with reasons for the amendment, to the President and Secretary.
- D. The proposed amendment shall be placed on the agenda of the next regularly scheduled meeting of the membership, provided the amendment is submitted forty-five (45) days prior to the meeting.
- E. Any proposed amendment submitted less than forty-five (45) days prior to a regularly scheduled meeting of the membership shall be presented at the meeting immediately following the next regularly scheduled meeting of the membership.

- F. The Secretary shall distribute the proposed amendment to all voting members no less than thirty days prior to the meeting at which the amendment will be presented.
- G. The voting membership shall vote on the proposed amendment at the meeting at which it was presented.
- H. A two-thirds (2/3) majority vote of the membership is necessary for the amendment to become part of the Constitution.

#### 5.03 Amendments to the By-Laws

- A. Amendments to the By-Laws shall be proposed and ratified in accordance to the provisions in the By-Laws of the Association.
- B. Any voting member may propose an amendment to the By-Laws.
- C. A proposed amendment shall be submitted, in writing, with reasons for the amendment, to the President and Secretary.
- D. The proposed amendment shall be placed on the agenda of the next regularly scheduled meeting of the membership, provided the amendment is submitted forty-five (45) days prior to the meeting.
- E. Any proposed amendment submitted less than forty-five (45) days prior to a regularly scheduled meeting of the membership shall be presented at the meeting immediately following the next regularly scheduled meeting of the membership.
- F. The Secretary, directed by the Board, may provide the proposed amendment to all voting members at the meeting of the membership at which the amendment will be presented.
- G. If the Secretary does not provide the proposed amendment to the By-Laws to the membership, the Secretary shall inform the member proposing the amendment, who will be responsible for providing copies of the proposed amendment and reasons to the membership.
- H. The voting membership shall vote on the proposed amendment at the meeting at which it is presented.
- I. A two-thirds (2/3) majority vote of the attending membership quorum is necessary for the amendment to become part of the By-Laws.

#### 5.04 Mail Votes

- A. The Board shall have the power to submit any question, except when specifically prohibited by the Constitution or By-Laws, to a mail or electronic vote.
- B. Ballots shall be constructed by the Secretary, Association Publisher or Webmaster, and sent utilizing the latest mailing list provided by the Secretary of the RMATA. All decisions regarding ballots will be decided by the election committee.
- C. All ballots shall be numbered and the Secretary shall keep a listing of the voting members receiving ballots with the number recorded.
- D. Only original ballots shall be valid. If a member submits more than one electronic ballot, only the first submission will be accepted.
- E. Ballots returned to the Election Committee, postmarked or received within fifteen (15) days after the date of mailing, shall be counted as valid.

- F. Ballots not meeting the specifications in 5.04 (D) and 5.04 (E) or that are marked improperly shall not be counted.
- G. The Election Committee, composed of three voting members of the AzATA not up for election, shall tally the votes, report the results, and return the ballots to the Secretary. The Secretary will present the ballots and results to the Board for verification.

## **6.0 Finances**

### 6.01 Income

- A. All income received by the Association, except dues from members in good standing, must be approved by the Board.
- B. The Board shall reserve the right to refuse dues payment from any individual.
- C. All income shall be submitted to the Treasurer of the Association.
- D. The Treasurer shall keep a record of all income.
- E. The Treasurer shall submit a quarterly report listing the income of the Association to the President, detailing any surpluses or shortages from the projection of the Finance Committee.
- F. The Treasurer shall submit a written report on Association income to the Board at the annual and semi-annual Board meetings.
- G. All assets and liabilities of the Association shall be under the direct control of the Board.

### 6.02 Spending

- A. All spending of Association funds must be approved by the Board.
- B. The Association shall not be responsible for any debts, agreements, or other liabilities made in the name of the Association without prior approval of the Board.
- C. The Board shall provide policies to guide members of the Association who are granted power to use Association funds.

### 6.03 Budget

- A. The Board shall approve an annual budget for the Association.
- B. The fiscal year of the Association shall run from January 1 to December 31.
- C. The budget shall include goods and services to be purchased and the estimated cost of those goods and services.
- D. The budget shall be prepared listing spending by Board members and committees.
- E. The budgeted funds shall be expended by check issued by the Treasurer with the approval of the Board.
- F. The Board shall provide policies dealing with the construction and implementation of the budget.

- G. The total budget may not be exceeded without prior approval of the Board, nor may individual accounts be exceeded without the approval of the Board.
- H. Members given approval to expend Association funds may be reimbursed by the Association for personal funds spent on Association business, provided the item was in the budget and a receipt is provided.
- I. The Board may approve funds, not to exceed ten (10) percent of the budget, to be spent at the discretion of the President and reported to the Board.
- J. The Treasurer shall record all spending, placing it under the appropriate budget category.
- K. All spending of Association funds shall be accompanied by forms approved by the Board.
- L. The forms shall include the amount of money involved, a specific description of the good or service purchased, account and the code number of the budget category the funds will be taken from.
- M. The budget codes shall have seven digits
  - 1. The first and second digits shall be those of the budget year
    - a. General Account - Gen
    - b. Legislative Account- Leg
    - c. Professional Education Account- Pec
  - 2. The third and fourth digits shall stand for funds out of the budget
    - a. 10 – Board of Directors GENERAL ACCOUNT
      - 11 – President (PRES)
      - 12 – Vice President (VP)
      - 13 – Secretary (SEC)
      - 16 – Treasurer (TRES)
      - 15 – Collegiate Representative (COLL REP)
      - 14 – Clinical Representative (CLINIC)
      - 31 – AIA Liaison AIA Advisor (AIA AD)
      - 21 – Placement (PLACE)
      - 22 – Publicity and Promotion (PUB PRO)
        - Newsletter (NEWS)
        - Legal Business Consultant Retainer (LEGAL/BUS CONSULT)
        - Additional Consultant Expenses (ADD CONSULT EXP.)
        - Capital Expenses (CAP EXP.)
      - 36 – Webmaster (WEB)

NATA REF (NATA REF)

Accountant (ACCT)

Board Meeting Expenses (BMTG EXP)

Board Meeting Travel Expenses (BMTG TRV)

Meetings and Events (MTG EVENT)

Miscellaneous Charges (MISC)

b. 20 – Committees LEGISLATIVE ACCOUNT (LEG)

24 – Governmental Affairs Committee (GAC)

Lobbying Expenses (LOB EXP)

Lobbyist Fees (LOB FEES)

Legal Consultant Fees (LEG CONS FEE)

c. PROFESSIONAL EDUCATION ACCOUNT (PEC)

25 – Awards and Scholarship (AWARD SCHOLAR)

23 – Professional Education (PROF ED)

28 – Meetings and Special Events Meetings and Events (MTG EVENT)

BOC Provider Fee (BOC FEE)

26 – Student Relations

27 – Finance

c. 30 – Committees, continued

32 – All-Stars

33 – Fundraising

34 – Grand Canyon State Games

35 – Publisher

d. 40 – Discretionary Funds

e. 50 – Other funds created by the Board

51 – Special Committee on Leadership

52 – Legislative Account

3. The fifth, sixth, and seventh digits shall stand for the number of the budget transaction for that budget category in a fiscal year, starting with 001.
- N. Committees must approve of the use of funds under the budget category of that committee before the funds are requested from the Association.
- O. The Treasurer shall submit an end of year report, detailing the expenditures of the Association, including a comparison with the amounts budgeted in each category.
- P. The finances of the Association shall be reviewed annually by an accountant chosen by the Board.
- Q. Members may be advanced funds provided it is for a budgeted item and proper receipts are returned, with any excess money, to the Treasurer within fifteen (15) days of the expenditure.

## **7.0 Arbitration of Grievances**

### 7.01 Steps of Arbitration

- A. To file a grievance, a member must submit the grievance, with an explanation, in writing to the President.
- B. A hearing before the Board shall be held no later than sixty (60) days after the filing of the grievance.
- C. The hearing before the Board shall follow the procedures for hearings before the Board.
- D. The member filing the grievance may appeal the decision of the Board by requesting Arbitration, in writing to the President, no later than thirty (30) days after the Board's decision.
- E. The Board and the member shall each select an arbitrator, who does not have to be a member of the Association, within thirty (30) days of the appeal and notify, in writing, the other party of the selection.
- F. The two selected arbitrators shall choose a third arbitrator within thirty (30) days of their selection and that person shall act as the chair of the arbitration board.
- G. An arbitration hearing shall be set by the arbitration board no later than sixty (60) days after the selection of the third arbitrator.

### 7.02 Arbitration Hearing

- A. The arbitration hearing shall be conducted in the same manner as hearings before the Board, with the exceptions that follow.
- B. The chair of the arbitration board shall preside at the arbitration hearing.
- C. After the hearing each arbitrator shall render a decision, in writing, to the chair of the arbitration board, within thirty (30) days of the arbitration hearing supporting the position of one of the parties involved.
- D. The chair of the arbitration board shall compile the written decisions and submit the results, in writing, to each party within thirty (30) days of the decision.
- E. The decision of the majority of the arbitrators shall be binding upon all involved parties.

### 7.03 Costs of Arbitration

- A. All arbitrators shall keep written records of the expenses incurred due to the arbitration, to be presented to all parties at the end of the arbitration process, unless a set amount is agreed to before arbitration begins.
- B. The cost of arbitration shall be divided equally between the Association and the member filing the grievance.
- C. The cost of arbitration that shall be divided equally shall be limited to those expenses of the arbitrators directly related to the arbitration hearing and decision. Those items excluded from the cost of arbitration shall include, but are not limited to, one parties consultation with an advisor of any nature, including an arbitrator, or any cost incurred by one party alone, without the consent of the other party involved.

## **8.0 Miscellaneous Articles and Forms of the Association**

### 8.01 Seal of the Association

- A. The seal of the Association, or any part thereof, shall be used only with the permission of the board.
- B. The seal shall be as drawn below, conforming to the guidelines set within the By-Laws of the Association.
- C. All Board members, committees, and the newsletter are granted permission to use the seal of the Association for Association related activities.
- D. If the seal of the Association is in color, the following color pattern should be used:
  - 1. The "AzATA" should be copper.
  - 2. The State of Arizona should be turquoise blue.
  - 3. The inner circle should be light gray.
  - 4. The outer circle should be white.
  - 5. The lettering around the outer circle should be black.

### 8.02 Application for Membership

### 8.03 Suspension of Membership Letter

Date

Dear (member name),

Your membership in the Arizona Athletic Trainers Association has been suspended due to nonpayment of dues. During this period of suspension your privileges as a member of the Association are suspended. Your membership will be terminated if your dues have not been paid by May 30 (May 29 of a leap year).

If you dispute this suspension, you may appeal by writing the President of the Association, within ten days, requesting a hearing of the Board on the matter. Please refer to the Constitution, By-Laws, Policies, and Procedures of the Association if you have any questions regarding these procedures.

(Secretary's Name)

Secretary, AzATA

#### 8.04 Termination of Membership Letter

Date

Dear (member name),

Your membership in the Arizona Athletic Trainers Association has been terminated due to nonpayment of dues. You may reapply for membership by contacting (Membership and Placement Chair, Address). (NATA's membership department, Address) or by contacting the President of the association.

If you dispute this termination, you may appeal by writing the President of the Association, within ten days, requesting a hearing of the Board on the matter. Please refer to the Constitution, By-Laws, Policies, and Procedures of the Association if you have any questions regarding these procedures.

(Secretary's Name)

Secretary, AzATA

#### 8.05 Scholarship Criteria

##### **Lanny Williams Award - High School Student Athletic Trainer**

This award and scholarship will be given to five individuals at the winter symposium in Phoenix. The nominee must be a senior with at least two years experience as a student athletic trainer upon graduation. The nomination letter must come from the supervising certified athletic trainer and should include information on the students work ethic, leadership qualities, academic achievements, workshops attended, certifications gained, character, experience and competency as a student, as well as any other information you would consider relevant to this nomination. The student should submit a transcript, current cumulative GPA, letter of recommendation from a coach or administrator, and an essay on what the student athletic training experience has meant to them. The winners of this award will also be selected to the Arizona High School All-Star Athletic Training Staff.

##### Qualifications

Student Athletic Trainer for at least two years

Student essay as per paragraph above

Submission of official transcripts

Recommended by supervising athletic trainer

At least one letter of recommendation from a coach or administrator

Completed and submitted nomination form before deadline established

##### **College Student Athletic Trainer of the Year**

This award and scholarship will be given to two individuals at the winter meeting in Phoenix. A nomination letter from a supervising athletic trainer should include information on the individual's work ethic, leadership qualities, academic achievements, character, experience and competency as a student athletic trainer, as well as any other information, which you would consider to be relevant to this nomination. The student should submit official transcripts and an essay on what the athletic training profession means to them.

##### Qualifications

Must be a member of the AzATA

Been a college or university student for at least two years

NOT a certified as an athletic trainer  
Must be recommended by the supervising certified athletic trainer  
Completed and submitted nomination form before deadline established

Selection

The AZATA awards and scholarships committee will determine award recipients. The evaluation will consist of a rating scale on the criteria provided on the nomination form. The committee will determine the top candidates based on that evaluation. All nomination forms must be submitted before the established deadline.

- Please consider nominating individuals for these awards.
- All nominations must be postmarked by December 31<sup>st</sup>
- Contact committee chair with nominations via AzATA website (www.azata.net)

8.06 Scholarship Application

High School and College/University Student Athletic Trainer of the Year Nomination Form

Candidate Information(please type)

Name: \_\_\_\_\_ Years Experience: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Nomination Category(*select one*): College/University: \_\_\_\_\_ High School: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ Cumulative G.P.A.: \_\_\_\_\_

AzATA Member since (*University nominees only*): \_\_\_\_\_

Supervising Certified Athletic Trainer: \_\_\_\_\_

Items to be included in application packet:

Nomination form

Supervising Certified Athletic Trainer Nomination/Recommendation Letter

Student transcript with cumulative G.P.A.

At least 1 recommendation letter from a coach or administrator

Student athletic trainer essay

*For official use only*

Items received (*please circle one*):

Rating Scale(*1 = poor, 10 = excellent*):

- 1) Yes / No
- 2) Yes / No
- 3) Yes / No
- 4) Yes / No
- 5) Yes / No

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Total: \_\_\_\_\_ / 50 pts. possible

## 8.07 Awards Criteria

### **Warren H. Lee - Certified Athletic Trainer of the Year**

As a state association we must take time to recognize individuals within our profession who have achieved and contributed to what we stand for. Please, seriously consider nominating a certified athletic trainer who has done an excellent job during the past year.

This award will be presented to one Certified Athletic Trainer at the winter meeting in Phoenix. Nomination letters should include the individuals' contributions to the profession, association, place of employment and the community. We would like to know why you think this person is deserving of this award.

#### Qualifications

Must be a member in good standing of the AzATA and NATA

Must be certified by the NATABOC and Licensed by the state of Arizona

Nomination form must be completed with recipients resume and two recommendation letters completed.

Completed and submitted nomination before the deadline established.

### **Certified Athletic Trainer - Service Award**

This award will be given to one Certified Athletic Trainer at the winter meeting in Phoenix. Nomination letters should include information on the person's continued efforts, time and skills as it relates to the improvement of the profession. Examples could include serving on committees, work with licensure, serving as an officer in the AZAT, above and beyond promotion of the profession and a multitude of other examples. Please submit any nominations for people who you think have greatly improved the profession.

#### Qualifications

Must be a member in good standing of the AZATA and NATA for at least five years

Must be certified by the NATABOC

Must have served on a committee within the AZATA for at least five years

Must submit two letters of recommendation

Completed and submitted nomination form before the deadline established.

### **Non-Certified Service Award**

This award will be given to one person who is not an athletic trainer at the winter meeting in Phoenix. This award will go to one nominated individual whose contributions positively impact the profession and/or association. Examples could include but are not limited to athletic directors, coaches and parents, etc... Nomination letters should include the person's contributions and why you think this person is deserving of the award.

#### Qualifications

- Must not be an athletic trainer

One recommendation letter submitted

Completed and submitted nomination form before deadline established

### **AZATA Hall of Fame Induction Criteria**

These individuals define and epitomize the profession i.e.: Board work, committees, years worked; and overall involvement with the profession of athletic training and the AZATA.

#### Qualifications

Must be a member in good standing of the AZATA for a minimum of 15 years

Must be a member in good standing of the NATA for a minimum of 20 years

Must be certified by the NATABOC

Must have served on an AZATA committee

Three recommendation letters submitted

Completed and submitted nomination form before deadline established

Selection

The AZATA awards and scholarships committee will determine award recipients. The evaluation will consist of a rating scale on the criteria provided on the nomination form. The committee will determine the top candidates based on that evaluation. All nomination forms must be submitted before the established deadline.

-- Please consider nominating individuals for these awards. (SEE ABOVE)

**Members of the Board**

At the time that Members of the Board vacate an office, they shall be given a plaque of appreciation for their service to the Association.

**Committee Chairs**

At the time that Committee Chairs vacate their position, they shall be given a certificate of appreciation for their service to the Association.

8.08 Awards Applications

**AzATA Hall of Fame/Certified Athletic Trainer of the Year Nomination Form**

Candidate Information(*please type*):

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer: \_\_\_\_\_ Retired: Yes / No

Employer's Address: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Years of certification: \_\_\_\_\_ Years in AzATA: \_\_\_\_\_ Years Licensed: \_\_\_\_\_

Professional Education

Institution	City/ State	Degree	Year
1) _____			
2) _____			
3) _____			
4) _____			

Career History

Position	Organization	City/State	Years
1) _____			

- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Professional Certifications/Licenses

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Professional Memberships – Include organization and years of membership

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Selection Criteria

AzATA Board of Directors/ Arizona Board of Athletic Training Board of Directors(15 pts. per term/ 45 pts. Max)\_\_\_\_\_

Position:\_\_\_\_\_ Points:\_\_\_\_\_

Position:\_\_\_\_\_ Points:\_\_\_\_\_

Position:\_\_\_\_\_ Points:\_\_\_\_\_

AzATA Committee Chair( 10 pts per committee, 30 pts. Max)\_\_\_\_\_

Committee:\_\_\_\_\_ Years:\_\_\_\_\_

Committee:\_\_\_\_\_ Years:\_\_\_\_\_

Committee: \_\_\_\_\_ Years:\_\_\_\_\_

AzATA Committee Member(5 pts per committee, 15 pts. Max)\_\_\_\_\_

Committee:\_\_\_\_\_ Years:\_\_\_\_\_

Committee:\_\_\_\_\_ Years:\_\_\_\_\_

Committee: \_\_\_\_\_ Years:\_\_\_\_\_

AzATA Symposium Presentations( 5 pts per presentation, 25 pts. Max)\_\_\_\_\_

Presentation	Date
1)_____	_____
2)_____	_____
3)_____	_____
4)_____	_____
5)_____	_____

AzATA Supported Activities(i.e. All-Stars, GCSG) 5 pts per event, 15 pts. Max\_\_\_\_\_

1)_____	_____
2)_____	_____
3)_____	_____

AzATA Symposiums Attended as Attendee(1 pt. Per meeting, 10 pts. Max)\_\_\_\_\_

Symposium/ Meeting/ Date	Symposium/ Meeting/ Date
1)_____	6)_____
2)_____	7)_____
3)_____	8)_____
4)_____	9)_____
5)_____	10)_____

Presentations at District and National Level (1 pt. Per presentation, 10 pts. Max)\_\_\_\_\_

Symposium/ Meeting/ Date	Symposium/ Meeting/ Date
1)_____	6)_____
2)_____	7)_____
3)_____	8)_____
4)_____	9)_____
5)_____	10)_____

District and NATA Committees (5 pts. Per committee, 15 pts. Max)\_\_\_\_\_

Committee:\_\_\_\_\_ Years:\_\_\_\_\_

Committee: \_\_\_\_\_ Years: \_\_\_\_\_

Committee: \_\_\_\_\_ Years: \_\_\_\_\_

Promotion of Athletic Training for Arizona(5 pts per event, 15 pts. Max) \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Training Publications(5 pts per publication, 15 pts. Max) \_\_\_\_\_

Title: \_\_\_\_\_ Publication: \_\_\_\_\_

Title: \_\_\_\_\_ Publication: \_\_\_\_\_

Title: \_\_\_\_\_ Publication: \_\_\_\_\_

Total points: \_\_\_\_/195