



THE EASTERN ATHLETIC TRAINERS'
ASSOCIATION

POLICY & PROCEDURE MANUAL

(Revised January 2023)

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Article of Organization

The Eastern Athletic Trainers' Association (EATA) was officially recognized on October 23, 1987 in the Commonwealth of Massachusetts.

Mission of the Association

The mission of the EATA is to promote and advance the Athletic Training profession through education, scholarship, research funding, and awards.

Vision of the Association

Enhancing athletic training practice, athletic training education and practice, and transforming outcomes by providing high quality, collaborative, interactive programming.

Purpose of the Document

The following document shall be titled *Policy & Procedure Manual* for the Eastern Athletic Trainers' Association. The purpose of this document is three-fold:

1. This document will help to augment the Association By-Laws, and all information contained in this document must be consistent with established By-Laws.
2. To implement a living document that will contain official Executive Board approved policies and procedures that should be passed to each succeeding officer, committee chair, and committee member.
3. To allow succeeding generations of officers, committee chairs, and committee members to follow consistent policies and procedures.

The document will contain general policies that each officer, committee chair(s), and committee members should be prepared to follow. It will also contain procedures to guide the Association.

By definition, "policies" will relate most specifically to the administrative tasks of the Association and will remain consistent for each entity of the Association. "Policies" will be developed and approved by the Executive Board (EB), with input from committee chairs, committee members, and Association members as necessary, and should be interpreted in the best interest of the Association.

"Policies" can only be changed by the EB.

"Procedures" are developed by the EB and committee chairs and should be specific to the individual components of the Association.

"Procedures" should clearly delineate a proper course of action for each task of the Association.

Committee chairs will be asked to provide recommended updates or changes to the “Procedures” related to their particular committee.

“Procedures” must be approved by the EB prior to becoming an official “Procedure”.

The “Policies & Procedures Manual” will be maintained by the EATA Secretary and President. The By-Laws Committee will review to ensure that it remains consistent with the EATA By-Laws.

General Policies

Equal Opportunity and Discrimination Policy

Every effort will be made to ensure that diversity is considered for all components of the Association, including, but not limited to the EB, committee chairs and committee member appointments, and Annual Meeting presenters. The EATA respects and values diversity among its members and all those with whom we do business. EATA does not discriminate on the basis of race, color, national origin, religion, sex, disability, military status, sexual orientation, gender identity or expression, or age. EATA is committed to accessibility and non-discrimination in all aspects of its continuing education activities.

Tobacco and Alcohol Policy

The use of tobacco and vaping/e-cigarette products will not be permitted in any venue run by the Association, including, but not limited to EB meetings, committee meetings, exhibit hall, and other EATA functions held during the Annual Meeting.

The availability of alcohol products will be based on state, local, and facility rules and regulations. All outside entities that desire to hold a function as part of the Annual Meeting must also follow these regulations, unless the function is held at a facility other than where the EATA has contracted to hold the Meeting.

EATA Insurance Coverage and Policies

The Treasurer will be responsible for the oversight and payment of the Association’s Insurance coverage and policies. The following insurance policies are in place:

Chubb: Directors’ and Officers’ Insurance

Hartford: General Liability, Employment Practices Liability and Hired & Non-Owned Auto

Both policies are overseen by Borden Perlman, a provider of financial, advisory and insurance services. Each policy is renewed annually upon receipt of the invoice by the EATA President and Treasurer.

The Treasurer will provide an annual insurance update to the EB.

Executive Board

The makeup of the Executive Board (EB), election of and retention of officers, and rules regarding its meetings are spelled out in the By-Laws. As detailed in the Association By-Laws, the EATA Executive Board (EB) is composed of the EATA President, President-Elect, Past President, Treasurer, and Secretary. These positions are elected positions and all nomination and election procedures are detailed in the By-Laws. Additional members of the EB are the District Directors, Secretaries, and Treasurers from the NATA Districts 1 and 2.

In addition to its normal duties, the EB is responsible for selecting the William “Pinky” Newell Address presenter, and the Francis J. George Scholarship Award winner.

Executive board members must be members in good standing with the NATA, live within the boundaries of the EATA and have an address registered with the NATA within the EATA boundaries. Each board member must be a certified athletic trainer, or a retired athletic trainer, with a valid NPI number.

General Duties of the Executive Board

The following are policies and should be followed as stated above. Changes can only be made with approval of the Executive Board.

- 1 Establishes policy and direction for the Association.
- 2 Serves in accordance with the applicable sections of the By Laws, Policy & Procedure Manual, the Articles of Incorporation, and other official governance instruments of the Association.
- 3 Receives recommendations, suggestions, and requests from committee chairs, and makes recommendations to the President for inclusion on the agenda of EB meetings.
- 4 Continually evaluates the vision and mission of the Association and accepts primary responsibility for progress towards these goals.
- 5 Meets in sessions open to the membership. The President may call for a closed session for topics of a sensitive or confidential nature.

Duties of the President

Policies:

1. Serves in accordance with applicable sections of the By-Laws, the Policy & Procedure Manual, the Articles of Incorporation, and other official governance instruments of the Association.
2. Serves as the official spokesperson for the Executive Board and the Association.
3. Informs the Executive Board about Association affairs.
4. Appoints, with the approval of the Executive Board, representatives of the Association to committees and task force members and chairs.
5. The President will turn over the gavel as the last item of business at the EATA Business Meeting during the Annual Meeting. The new President will run the next EB meeting.

Procedures:

1. Schedules, creates the agenda for, and directs EATA meetings (conferences, teleconferences, other), and EATA Annual Business meeting.
2. Develop charges as needed and send them to appropriate people, including the Secretary.
3. In March, notify the Executive Board and committee chairs of up-coming year's budget requests, and the date that requests must be submitted. Committee chairs are sent a blank copy of the EATA Committee Report form with a return due date of mid-April.
4. In May, submit to the EATA Executive Board mid-year meeting agenda and EATA budget requests. Make final arrangements for the mid-year Executive Board meeting.
5. Direct the face-to-face Executive Board meeting held at agreed upon date and times at the site for the upcoming annual meeting. That meeting, which includes complimentary hotel, breakfast and lunch, is part of the contract with that site.
6. Follow up with mid-year meeting items. Prepare the President's letter for the Annual Meeting registration package.
7. In September, communicate with the President-Elect regarding the Annual Meeting.
8. Schedule pre-conference Executive Board meeting (at site or teleconference).
9. In November, direct the pre-conference Executive Board meeting.
10. In December, follow up on pre-conference meeting items. Prepare agenda for annual Executive Board meeting and EATA Annual Business meeting.
11. Follow up with Annual Meeting items.
12. Schedule Executive Board post conference teleconference in February/March.
13. Notify Executive Board of location and date of annual mid-year budget meeting scheduled in 3 year increments to reflect contract for meetings.
14. Solicit information from EATA Executive Board members, committee chairs, and EATA membership on issues pertaining to the EATA for various meeting agendas.
15. The President will coordinate with the Past President to obtain plaques of special recognition (Joe Blankowitsch, outgoing EB members, outgoing committee chairs) to be presented at the Awards Banquet.
16. At the time a committee member leaves a committee the EATA President will send a letter of thank you.

17. At the time a committee chair leaves a committee, the EATA President will make arrangements for a plaque of thanks (see addendum for wording).
18. Edit and provide a copy to the President-Elect (PE) for the Awards Banquet program.
19. Coordinate the seating for the head table during the awards banquet. Provide the list and seat assignments to the PE in a timely fashion.
20. Create the agenda for the awards banquet.
21. Assist the Nominations/Elections Chair in arranging for the nomination and election process. The President is responsible for receiving all election ballots, along with the Nominations/Elections Chair.

Banquet:

1. Coordinate all banquet procedures with the Past President.
2. Make all arrangements for the pre-banquet reception.
3. Coordinate with the Hotel Food & Beverage Director regarding:
 - a. Banquet room setup
 - b. Proposed menu
 - c. Guaranteed number of meals (coordinate with Registration chair and previous meeting numbers)
 - d. Obtain the edited Banquet Program from the President-Elect and arrange for the printing and placement on tables as part of the Banquet set-up.
 - e. Obtain the seating plan for the Head Table from the President-Elect and arrange the table accordingly.
 - f. Arrange for reserved tables in the front for Hall of Fame members, EB family members, scholarship winners, and state officers.
 - g. Arrange for a room, food and beverage, and invitations (approx. 75) for the VIP reception or related events, if applicable.
4. Coordinate AV needs.

Duties of the President-Elect

1. The President-Elect (PE) serves as the Annual Meeting Program Chair. The PE is responsible for assembling a committee to help run the meeting.
2. The committee should consist of the following:
 - a. Registration Chair
 - b. Moderators
 - c. BOC Compliance Committee
 - d. Student Program Chair
 - e. Exhibits Chair
 - f. The duties for each Chair will be delineated in the section titled “**Annual Meeting**”.
 - g. The PE may also select a Personal Assistant to help manage tasks on site during the annual meeting.
3. The PE, with the help of the Program Selection Sub-Committee (Moderators, the BOC Compliance Committee, the Registration Chair and the Student Program Chair), is responsible for the selection of the program topics and speakers, CEU eligibility, and for arranging the program schedule. The EB will vote to approve the program items.
4. Please refer to the “**Annual Meeting**” section of this document for a complete list of duties.
5. Contact Research Committee Chair for “Marjorie A. King Research to Reality” speaker and topic and the EATA Research Grant speaker and topic.

Mandatory Program Items:

1. EATA Business Meeting
 - a. This meeting must be presented unopposed
2. EATA Awards Function
3. District One/District Two Business Meetings
 - a. These meetings must be presented unopposed
 - b. The EATA will assume the costs for all AV needs for the District functions.
4. State Meetings
 - a. These meetings must be presented unopposed.
 - b. The EATA will assume the costs for audio equipment (microphone) only.
5. Student Program
6. Workshops as determined by time, space, and budget concerns.
7. Provide contact hours that meet current BOC requirements.
8. Marjorie A. King Research to Reality Presentation, EATA Research Grant Presentation, and Free Communications.

Travel

1. Notify all potential travelers that they should contact the Past President regarding their travel. They will need to provide an email address, telephone number, desired airport, travel date, and preferred time, and home address.
2. All air/train travel arrangements will be made through the Past President.

3. All air/train travel arrangements will be made utilizing the EATA corporate credit card.

Program

1. Select general session and workshop topics, and select speakers/presenters for the general session and workshops, with the help of the Program Selection Sub-Committee members..
2. Present the program to the EB at the March/April meeting (conference call) for initial approval and the final program should be presented at the mid-year meeting for final approval.
3. Contact District Directors for info on other NATA time requests.
4. Send contracts to all speakers
5. Obtain the speakers' presentation outlines/powerpoints for inclusion in the App
6. Provide a list of all speakers with their transportation requirements to the Past-President and the Treasurer
7. Contact Student Program Chair to obtain all of the information listed in #'s 1, 2, 5, 6, and 7 above in regard to the Student Program.
8. Provide the Treasurer with a list of all honorariums.
9. Arrange for District and State Association meetings/needs.
10. Purchase speaker gift (see previous year's info to set price, avoid repetition).
11. Notify all complimentary registrants that they must complete the on-line registration form by the due date in order to be properly registered.
12. Arrange for the development of all pertinent information to be posted on the web site by the Webmaster, by the date assigned by the Webmaster.

Signage

1. Arrange with the decorator or a sign company to create signage for the meeting including:
 - a. State meeting rooms
 - b. Workshop rooms
 - c. All lectures including speaker, topic, time, and sponsorship as needed
 - d. All NATA sponsor signs
 - e. VIP Reception room and sponsorship
 - f. Any other sponsorship

Hotel Room Needs

Contact the Hotel representative to discuss all program needs including meeting/session room set-up needs.

Printing

1. Arrange for the printing and delivery of any necessary materials.
2. Provide for VIP Reception invitations, if scheduled.
3. Investigate changes in technology and recommend to the EB changes in the method of information disbursement to attendees.

Registration

1. The following information should be sent to the Registration Chair and the Webmaster by August 1:
 - a. Program, including speakers and times
 - b. Meeting Registration updated as necessary
 - c. Hotel registration and information, including a map
 - d. Complimentary registration names, including EB, speakers, committee chairs, meeting committee members and workers, special guests
2. Arrange with the Webmaster and the Treasurer for the on-site registration needs.
3. Arrange with the Registration Chair for all materials that will be included in the attendee packet.
4. Arrange for invitations to special events to be included in those select individual packets.
5. Arrange for a Registration Office with the Registration Chair.
6. Arrange for the purchase of additional banquet tickets for attendees and families.
7. Arrange for special dietary needs for banquet attendees with the Hotel contact.

Exhibits

1. Remain in contact with Exhibit Chair to track numbers, special needs, delivery of materials, etc.
2. Obtain names of Exhibitors/ Company name of those attending the Awards Banquet (two tickets per booth).
3. Along with the Exhibits Chair, arrange for security at the Exhibit Hall as necessary.

Food and Beverage (F&B)

1. Contact the Hotel F&B coordinator to discuss expected needs.
2. Arrange for all EATA related F&B needs, with approval from the President as necessary, including District meetings and workshops.
3. Obtain banquet numbers from the Registration Chair and provide to the hotel as per the contract.
4. Obtain Registration Office F&B needs.
5. Arrange for all EATA related F&B bills to be posted on the Master Bill. Outside entities will arrange for their own payments.
6. Inform the hotel that only the EATA President and President-Elect are allowed to order or change any EATA related F&B requests.

Duties of the Past President

1. The Past President (PP) is responsible for making all EATA-billed transportation arrangements for the Annual Meeting. A list of people utilizing air travel along with the cost should be passed along to the Treasurer.
2. The PP is responsible for arranging all EATA-billed housing arrangements. A list shall be provided by the PE and forwarded to the hotel and the EATA Treasurer.
3. Arrange for all EATA related F&B needs, in conjunction with the President-Elect as necessary, including District meetings and workshops.
4. The PP is responsible for obtaining a list of scholarship winners from the Scholarship Chair and forwarding them to EATA Treasurer, the District Treasurers and Registration Chair (for comp registration).
5. Accept and disseminate applications for the Francis J. George Scholarship Award. Ensure that the EB votes on the applications during the November conference call.
6. Obtain the names of the various award winners so as to attempt to notify family members that may attend.
7. Compose and send a letter to all scholarship sponsors immediately after the Annual Meeting, thanking them for their support and encouraging them to remain with the program.
8. Coordinate and order all scholarship and award plaque information with EATA Research, Scholarship, Moyer, Honors & Award Committee Chairs, Quiz Bowl, and Student Delegation.
9. Email plaque order to the plaque company.
 - a. Coordinate plaque delivery to PE for transport to the meeting site. Once received, check plaques for correct names, spelling, etc.
10. Assist the Student Delegation Treasurer in making travel arrangements for the Student Delegation, Student Program Speakers, and Student Program Award winners.
11. Become familiar with the terms of the hotel contract as far as comp rooms, suite specials, etc.
12. Obtain EB, speakers', meeting committee members', and special guests', room needs, who shall arrange for the accommodations.
13. Arrange for all guest room charges for EB, speakers, meeting committee members, and special guests to be placed on the master bill. Note: Guests are responsible for all incidental charges (bar, food, etc. except for parking).

Duties of the Treasurer

1. The Treasurer is responsible for completing all financial transactions for the Association.
2. The Treasurer is responsible for developing the budget to be presented to the EB for approval at the mid-year meeting. The Treasurer is also responsible for notifying all committee chairs in regard to their approved budget.
3. The Treasurer will consult with the District Treasurers and the EATA Financial Advisor as necessary.
4. The Treasurer is responsible for providing the EB with current updates regarding the financial status of the Association, including reports regarding the Association's separate accounts. A detailed listing of the income and outflows for the Association's funds will be presented. In addition, a synopsis of the Association's financial status will be provided to the membership at the Business Meeting, held during the Annual Meeting.
5. Compose and send a letter to all scholarship sponsors looking for their commitment to the scholarship for the upcoming year.
6. Treasurer will be aware of research grant deadlines and check allocations (see addendum).
7. Monthly reconciliation reports for the three EATA bank accounts will be completed and shared with the EATA President, President-Elect and Past President for review. These reports will accompany the corresponding bank account statements.
8. Work with the EATA accountant to ensure the filing of the IRS (form 990) tax documents yearly.
9. The Treasurer should maintain the Articles of Incorporation, and ensure that the Association maintains its incorporation in accordance with the laws of the Commonwealth of Massachusetts.
 - a. Articles of Incorporation need to remain within the Commonwealth of Massachusetts, with a Massachusetts resident completing the renewal process when required by Commonwealth law.
 - b. If the EB does not have a Massachusetts resident on it, they must appoint a trustee, an unofficial title, for a resident to supply a Massachusetts address.

Duties of the Secretary

1. The Secretary is responsible for maintaining an accurate record of all Association business including, but not limited to:
 - a. EB Meeting minutes, including all motions, seconds, discussion, and voting results.
 - b. Business Meeting minutes, including all motions, seconds, discussion, and voting results.
 - c. A record of charges sent to committee chairs and a record of the actual completion of said charges.
 - d. Committee reports.
 - e. Up-to-date EB and committee chair/members rosters.
2. The Secretary is responsible for providing to the History & Archives Chair and Webmaster all pertinent documents of the Association.
3. The Secretary should remain in contact with the Information Center Chair and provide the information necessary to maintain an accurate and updated Information Center.
4. Make arrangements for conference/video calls as directed by the President.
5. Provide parliamentary control of each EB meeting, according to Robert's Rules of Order.

Executive Board Committee Liaison Assignments

The five elected officials of the EATA will serve as a liaison to the Committees designated below. As the liaison to these committees, the designated EATA Officer will serve as the primary contact for the Committee Chair when questions arise. The EATA Officers are responsible for ensuring assignments and/or charges are completed in a timely fashion. The President will utilize the EATA Officers to obtain information regarding individual committees. The assignments are as follows:

President

- Research (and all related subcommittees)
- Site Selection
- By-Laws
- Nominations and Elections
- Student Delegation

President Elect

- Registration
- Exhibits
- BOC Compliance
- Student Program
- Quiz Bowl
- Educators Conference

Past President

- Honors and Awards (and all related subcommittees)
- Scholarship
- History and Archives

Secretary

- Public Relations
- Information Center
- Technology

Treasurer

- Sponsorship

Standing Committees

The President shall ensure that each committee operates in compliance with the established By-Laws and the Policy & Procedure Manual. Committee Chairs have a 2 year term.

Committees should be composed of members of both Districts. A call will be made by the President for all open chair and/or member positions on EATA Standing Committees. Committee members can be recommended by the Committee Chair (CC) or a member of the EB and must always be approved by the EB. The CC should await EB approval prior to involving the recommended member in Committee activities.

Committee Chairs may convene their committee at the EATA Annual Meeting. All committee meetings are open to the public and will be announced in the meeting program. The Chair may ask for a closed session to discuss matters of a confidential or sensitive nature. Any expenses associated with the meetings must be approved by the Treasurer prior to convening.

Committee Chair & Committee Member Requirements

1. Member must be in good standing with the NATA.
2. Member must live within the EATA boundaries.
3. Member must sign a "Commitment to Serve" document.
4. Member must be a Certified or Certified Retired member with a valid NPI Number.
5. Committee Chair term limits are twice renewable for a maximum of 6 years of service on the committee.
6. The Registration Chair has a 6 year term limit; 2 years as Chair-elect, 2 years as Chair, 2 years as Past-Chair.

Committee Chair (CC) Duties

1. The CC should submit a written report using the EATA Committee Report Form to the respected EB member liaison in March, May, November, and as needed. The reports should include separate information sections and agenda items to be voted on by the EB.
2. The CC should submit a proposed budget to the Treasurer in the April Committee Report Form for review at the annual EB budget meeting.
3. The CC should request permission from the Treasurer prior to utilizing EATA funds. An accurate accounting of all monies should be made to the Treasurer, in a manner specified by the Treasurer, immediately after utilizing EATA funds.
4. The Secretary will maintain the roster of committee members. Demographic information for committee members should be updated by the Chair and provided to the Secretary in a timely fashion.
5. The CC should attempt to maintain District balance when recommending new committee members. Diversity should also be a goal of committee makeup.
6. Resignations by the CC or by committee members should be communicated to the President immediately. The President will make appointments for CC's and committee members with approval of the EB.

7. The CC is responsible for following the EATA By-Laws and Policy & Procedure Manual guidelines as they relate to their committee.
8. All CC's are provided with complimentary registration for the EATA Annual Meeting. A registration form must be completed with the indication that this is a "Comp" registration and indicate the particular committee involved.
9. All CC's should attend the Annual Meeting. If unable to attend, the Chair should notify the President. The President can request the Chair's resignation if they are unable to attend the Annual Meeting on a regular basis.
10. Chairs should reply to emails within 48 hours, whenever possible.

Committee Members (CM) Duties

1. CM's assist the CC in fulfilling the charges provided to the committee by the EB.
2. CM's are expected to attend committee meetings as necessary. The CM should notify the CC when they are unable to attend meetings called by the CC.
3. Inability to attend meetings and/or failure to carry out duties assigned by the CC can result in the CC recommending to the EB that said CM should be removed from the committee.
4. Committee Members term limits are 2 years, 3 times renewable for a total of 6 years, unless otherwise indicated.

By-Laws Committee

1. Annually evaluate the By-Laws.
2. Ensure that the By-Laws are in compliance with all federal and state laws.
3. Ensure that the EATA By-Laws comply with the NATA Code of Ethics, By-Laws, and Standards of Practice.
4. Ensure that the By-Laws comply with Robert's Rules of Order.

Educational Summit Planning Committee

The purpose of the Educational Summit Planning Committee (ESPC) is to plan, organize, and conduct a biennial Educators' Summit to be held in concert with the EATA Annual Conference & Symposium on even numbered years (2022, 2024, etc.). The ESPC will investigate and consider themes, content, formats, and speakers for the Summit in accordance with best practices in Athletic Training and/or contemporary trends in higher education as they pertain specifically to health professions education. The Summit is scheduled to be held in opposite years as the Athletic Training Educators' Conference (ATEC) and will be conducted on Friday of the EATA Annual Conference. The summit is intended to deliver evidence, theory, techniques, approaches, and models that represent best-practices in health professions education, with a specific focus on athletic training education. Each summit will address the intersecting needs of administrators, faculty, scholars, and preceptors associated with and endeavored to the education of athletic trainers.

Chair Duties:

1. Must be currently serving on the Committee to be eligible for the Chair position.
2. Can be nominated from existing committee members, or self-nominated. Committee members will vote on all Chairperson nominees, and the majority vote will determine the next Chairperson.
3. The EATA Executive Committee will approve Committee recommendations to determine the incoming Committee Chairperson.
4. The Chairperson shall serve an initial 3-year term, renewable up to 2 times for additional 3-year terms. Chairpersons will finish their term of service in the designated 3rd year, upon the completion of the EATA Annual Conference in January.
5. Arrange, setup, and run regular committee meetings on phone, and in-person at EATA Annual Meetings.
6. Setup and carry out meeting agendas in accordance with standard meeting expectations and rules of order.
7. Serve as center point for all committee communications, both internal and external, including necessary communications with the EATA Executive Board and EATA the webmaster.
8. Organize and operate recruitment processes for new members, oversee review and selection process of new candidates and ensure that objective and transparent processes are employed. Report any committee change make-up to the EATA President.

9. Oversee committee members and their assigned tasks, and provide mentorship, as needed.
10. Organize and assign tasks and duties to committee members, as needed, to meet the mission and purpose of the committee, to include but not be limited to:
 - a. Coordinating and collaborating with the sub chair for Abstracts.
 - b. Reviewing and selecting submitted abstracts in an objective and professional manner.
 - c. Considering and selecting keynote speakers and other invited presenters.
11. Making final arrangements for each Educators' Summit, overseeing operations, scheduling, and implementation of the event, in coordination with the EATA President-Elect.
12. Collecting and compiling feedback and follow up procedures following each Summit in order to make improvements for subsequent events and operations.
13. Compiling and submitting the Committee Report Form to the EATA President-Elect.
14. Updating the EATA P & P section pertaining to the committee, as needed.

Committee Member's Duties:

1. The committee will consist of 6 additional members (with the Chairperson, making up a total committee of 7 people).
 - a. Two members shall be those who identify their primary responsibility as a Clinical Preceptor for an accredited AT Education Program.
 - b. If the Committee Chairperson is a Clinical Preceptor (CP), this shall count as 1 of the 2 CP minimum number requirement.
 - c. Committee members shall serve an initial 3-year term, renewable up to 2 times for additional 3-year terms (for a maximum of 9 years). Members will finish their term of service in the designated 3rd year, upon the completion of the EATA Annual Conference in January.
2. Attend and participate in scheduled meetings, on phone, via Zoom or MS Teams, and in person.
3. Participate and respond to all committee related correspondences and communications.
4. Complete tasks assigned.
5. Participate and be active in all committee associated events.
6. Attend the Educators' Summit and help with scheduling, communications, and speaker hosting, and other logistical issues, as needed.
7. Volunteer, where needed, or be willing to moderate or host Summit events.
8. Partake in abstract review and decision making.
9. Actively suggest speakers and topics of interest, including potential personnel for Keynote Speakers and special topics.

History and Archives Committee

The purpose of the History and Archives Committee is to collect, maintain and preserve the historical records of the Association. The duties of the committee are as follows.

1. Archive and catalog the historical records of the Association.
2. Maintain a computerized archive process and an appropriate catalogue of all saved documents.
3. Make historical documents available as appropriate to advance the purposes of the Association.
4. Obtain information regarding members that have passed away and prepare an appropriate statement to be placed on the EATA website and on each District's listserv.

Honors and Awards Committee

The purpose of the Honors and Awards Committee and the related sub-committees are to select and/or recommend winners of the Association's various awards to the EATA Executive Board for approval. The EATA Past-President will liaise with the Honors and Awards Committee and act as the conduit between the Executive Board and sub-committee chairs which will include:

- 49 Club
 - EATA Excellence in Leadership Award in Honor of Chuck and Frank Cramer
 - EATA Excellence in Secondary School Athletic Training Award
 - Moyer Award
 - Frank George Scholarship Award
1. The liaison (Past-President) shall communicate regularly and send timeline reminders to sub-committee chairs (i.e. 49 Club, EATA Excellence in Leadership Award in Honor of Chuck and Frank Cramer, EATA Excellence in Secondary School Athletic Training Award, Moyer Award, and Frank George Scholarship Award).
 - Nominations open **July 1st**
 - Nominations close **September 15th**
 - Applicants materials must be turned into sub-committee chairs by **October 1st**
 - Sub-committees notify Chair/EB – **November 1st**
 - Sub-committees notify applicants – **December 1st**
 2. The Chair will forward the names of the selected and/or recommended winners by each of the individual sub-committee chairs to the EATA EB for approval.
 3. Executive Board approval/endorsement of winners shall be obtained prior to contacting winners.
 4. Once approved by the EATA Executive Board, winners as well as those not selected shall be contacted as stipulated in the procedures for each award listed below.
 5. The Chair, via his role as Past-President, is responsible for ordering plaques for the award recipients.

EATA Excellence in Leadership Award in Honor of Chuck and Frank Cramer

The EATA Excellence in Leadership Award in Honor of Chuck and Frank Cramer is presented annually to the Athletic Trainer who, through leadership and excellence, has contributed most significantly to the advancement of the Athletic Training profession and the EATA. The Award was first presented in 1966. Cramer assumes the cost for the plaque to be presented.

Historical Perspective of the Award: From 1966 until 2020, the EATA awarded the EATA Cramer Award annually to recognize Athletic Trainers who, through leadership and excellence, contributed most significantly to the advancement of the Athletic Training profession leadership in ways consistent with the contributions of Chuck and Frank Cramer. Until the formation of the EATA '49 Club, the EATA Cramer Award was the highest recognition that an Athletic Trainer could receive from the EATA. The Cramer brothers were two of the Founding Fathers of the EATA and the National Athletic Trainers Association (NATA) whose efforts and vision nurtured the EATA and NATA through their infancy and helped to shape the profession of Athletic Training. They served on the first-ever Olympic athletic training staff, produced the first educational materials for athletic trainers, and provided training opportunities for young individuals interested in careers in athletic training.

Committee Members:

1. Honors and Awards Chair
2. Two additional people; a District One representative and 1 District Two representative
3. Committee members responsibilities include:
 - a. Nominations for this award are accepted from any current member of the EATA or an EATA member may self-nominate between July 1st and September 15th of the year preceding the award presentation.
 - b. All nominations and required supportive materials must be received, via email, by the Chair of the EATA Excellence in Leadership Award Committee (ELAC) no later than midnight on October 1st. The nominator must provide the nominee's contact information (i.e., email, phone), a letter of nomination discussing the nominee's qualifications for the award, and a copy of the applicant's CV.
 - c. The ELAC Chair will confirm (via each District's Secretaries) each nominee's acceptance of the nomination within 7 days of the nomination and verify NATA and EATA membership, BOC certification, state credentials, and NPI status.
 - d. Once a nomination acceptance is confirmed and the nominee's membership, credentials, and NPI qualifications are verified, the ELAC Chair will forward the ELAC nominee materials to the Committee for their review and evaluation.
 - e. Members of the ELAC will evaluate, rank, and submit rankings of all nominees to the ELAC Chair at least two days in advance of the scheduled ELAC meeting. The ELAC Chair will tally all rankings and share that information with the ELAC one day before the scheduled Committee meeting and confirm the need for a virtual meeting to discuss candidates.

- f. If there is no clear consensus of rankings, the ELAC Chair will convene the ELAC for a virtual meeting to review the qualifications and scores for the nominees to identify a candidate to recommend to the EATA BOD by November 1st. If a consensus of rankings is determined, the Chair will inform the ELAC of the outcome and recommendation moving forward to the EATA BOD.
- g. There is no requirement for the EATA Excellence in Leadership Award to be awarded annually.
- h. The EATA President will notify the award recipient of their award, and all other nominees not selected will be notified by the ELAC Chair of their award status after the President notifies the winner. The ELAC Chair will work with that recipient and the Past President to gather information and make arrangements for the award ceremony at the EATA meeting in January.
- i. The CV and letter of nomination of any unsuccessful nominee will be retained by the ELAC for up to one year for consideration for the next year's award unless otherwise requested by the nominee. Retention verification will be done at the time of notification of the award outcome.

Criteria:

- 1. Current member, in good standing of the NATA
- 2. Must have a valid NPI number.
- 3. Currently BOC Certified or Certified Retired Status and in good standing
- 4. 10 years EATA membership
- 5. Provided service to EATA on a committee, as a committee chair or held an EATA office for a minimum of 3 years
- 6. Has served as a speaker or presenter (workshop, research abstracts) at an annual EATA meeting
- 7. Demonstrates a history of special organizational efforts on behalf of the EATA
- 8. Has greatly enhanced the profession of athletic training in District One or 2, and/or has served the NATA or any of its entities
- 9. Has not previously received this award
- 10. Nominees who do not receive the award are eligible to be re-nominated by a member. They must complete the entire application process when re-nominated.

EATA Excellence in Secondary School Athletic Training Award

Henry Schein, an athletic training supply company, presents an award each year at the EATA Annual Meeting. The award consists of a plaque presented to an outstanding Certified Athletic Trainer from the secondary school level. EATA has assumed the cost of the plaque to be presented.

Committee Members:

- 1. Honors and Awards Chair
- 2. District One Secondary School Representative
- 3. District Two Secondary School Representative

4. One additional person from the two districts
5. Committee members responsibilities include:
 - To keep the list of nominees confidential and not be shared with anyone outside of the Committee.
 - Review each CV using the criteria below.
 - Rank the nominees on a scale of 1-8; “8 points” will be assigned to the top candidate for the Award and “1 point” will be assigned to the candidate who you feel is least qualified for recognition.
 - Send the rankings of all candidates to the Committee Chair by October 31st.
 - The Committee Chair will tally the scores and determine if there is a clear winner or if the Committee needs to have a conference call/zoom meeting to discuss the candidates who were ranked similarly.

Criteria:

The following list of criteria is the basis for selection of this award, of which 50% or more must be met in order for the award to be presented.

1. Current member of the EATA
2. Must have a valid NPI number.
3. Current BOC certified and in good standing
4. Recognized excellence in the field of Athletic Training
5. Outstanding service to the EATA, NATA, or state organization
6. Outstanding service to the Certified Athletic Trainer’s place of professional employment
7. Must have promoted the field of athletic training through speaking engagements, publications in professional journals or books, teaching innovations, actively participating in and evidence of, support of others in the field
8. Served on a committee or held office in EATA, NATA or state organization
9. Community service
10. Professional memberships (i.e. American College of Sports Medicine, American Physical Therapy Association, etc.)
11. Must demonstrate honesty, integrity, adaptability, tactfulness and friendliness when dealing with his/her fellow athletic trainers
12. Has not previously received this award
13. Nominees who do not receive the award are eligible to be re-nominated by a member. They must complete the entire application process when re-nominated.

The William E. “Pinky” Newell Address

The presenter of the William E. “Pinky” Newell Address shall be selected by the EB of the EATA. Nominations should be made to the President prior to the mid-year EB meeting. Nominations should include a letter of nomination and vitae for the nominee. The presenter shall be selected on a majority vote of the EB. A written copy of the speaker’s address must be provided to the Executive Board within 2 weeks after the symposium.

An honorarium in the amount of \$250 will be provided to the presenter. The PE and the Treasurer should coordinate this process.

Criteria:

1. Individual is a BOC Certified Athletic Trainer, a member of EATA, and has a valid NPI number. (Nominees from outside the EATA could be considered but a strong case would need to be presented for serious consideration).
2. Individual who has demonstrated the commitment of continued learning and professional growth.
3. Individual who has demonstrated a lifelong (no set time) commitment to the Athletic Training profession.
4. Individual who has demonstrated an impact on the Athletic Training profession outside of their Athletic Training setting:
 - a. Professional Involvement on the State, EATA or National Level
 - b. Education: Has been willing to communicate their knowledge and experiences to others through speaking, writing and research endeavors.
 - c. Individual who has demonstrated a balanced lifestyle with involvement outside the professional area: family, community, social etc.

Francis J. George Scholarship Award

The Francis J. George Scholarship Award is designed to honor the work and service to the profession Frank demonstrated throughout his career.

Preamble:

The Francis J. George Scholarship Award will be presented to a Doctoral student (clinical as well as educational) who has displayed the same passion and commitment to the profession of athletic training as Frank did throughout his career. To this end, applicants must display a commitment to the profession through the PRACTICE of athletic training as much if not more than contributing to the science behind the practice. Therefore, applicants' actions as a practicing athletic trainer will weigh greater than their scholarship and/or teaching achievements. Candidates who have worked as an athletic trainer as part of the assigned educational duties as a graduate student (post-professional masters level or doctoral level) will be taken into consideration but will not be weighed as highly as actual employment as an athletic trainer. Applicants should also be able to demonstrate SERVICE to the Profession. Service to the profession can take the form of holding elected office, committee work as well as workgroup involvement at any level within the association(s) and can include service outside of the boundaries of the EATA.

**The Francis J. George Scholarship Award is presented by the EB of the EATA.
The grant is provided with contributions from:**

Total Award: \$5,000 (D1 contributes \$1,500; D2 contributes \$1,500; EATA contributes \$2,000)

Criteria for Application:

1. To be eligible for consideration an applicant shall:
 - a. Have been a member of the EATA for at least one year prior to the application filing deadline of October 1st.
 - b. Be an NATA member in good standing at the time of application and award.
 - c. Have a valid NPI number.
 - d. Have completed one full semester of doctoral studies at time of application.
 - e. Have an overall minimum cumulative grade point average of 3.2 (based on a maximum of 4.0) by the time of application from all graduate coursework completed.
 - f. Have performed with distinction as a member of the athletic training program and in his/her program of study.
 - g. Have the intention of pursuing the profession of athletic training as the means of livelihood.
 - h. Have conducted themselves both on and off the field in a manner which has brought credit to themselves, the institution, the practice of athletic training and the ideals and objectives of American higher education.
2. After satisfying the above requirements, consideration shall be given to the applicant's participation in activities other than academic and athletic training, in which they have had the opportunity to demonstrate qualities of leadership and to serve as an example to fellow students.

Review Process:

1. Call for Francis J. George Scholarship Award applications open **July 1st**
2. Application materials are submitted to the Chair (Past-President) by **October 1st**
3. A committee consisting of District 1 and 2 Secretaries, EATA Secretary and EATA Past President (Chair) will review each application using the scoring rubric.
4. During the November conference the committee will review and present their recommendation and rationale to the board.
5. The Chair will notify applicants by **December 1st**

David G. Moyer Award

The purpose of the committee is to select a worthy recipient of the David G. Moyer Award. The Moyer Award is presented to a Team Physician that has served the profession of Athletic Training as an educator and an advocate and has also served the community in which they live and work.

Committee Members:

1. The committee is composed of five EATA members from NATA District One and 2: one chairperson and two members from each district.
2. The Committee shall receive, review and score all nominations for the award and present the nominee who has the highest average score to the PP.

3. The Committee Chair advertises the award to the membership, including placing the criteria on the EATA website, regular announcements via the two District Newsletters, and via general announcements at the EATA Annual Meeting, state meetings, and District meetings.

Nominations:

1. Nominations shall be submitted by a certified or retired certified member of the EATA to the chairperson of the Dr. Moyer Award Committee.
2. The nominating EATA member shall submit a letter of recommendation and the physician's vitae for review by the September 15th deadline.
3. Letters of support from athletic trainers, physicians, coaches, student-athletes, or others should be sent to the chairperson of the Dr. Moyer Award Committee.

Selection Process:

1. The Dr. David G. Moyer Award Committee of the EATA is charged with selecting a team physician that has served the profession of athletic training as an educator and advocate as well as serving the community in which they live and work. The recipient of this award should exemplify the virtues of Dr. David G. Moyer for whom the award honors.
2. The selection criteria consist of five areas:
 - a. Years of service as a team physician
 - b. State, EATA, and NATA related activities
 - c. Special event coverage as a team physician
 - d. Education, research, and publication in the field of sports medicine and athletic training
 - e. Charitable and community involvement.
3. Each committee member will evaluate each nominee's letter of recommendation and vitae using the selection criteria.
4. Committee members will fill out an evaluation form for each nominee, awarding points for each of the selection criteria areas
5. The committee chairperson will interview each physician via an additional survey, in an attempt to gain further information that might not be gained from reading the nominee's vitae. Each Physician will be asked the same interview questions and the chairperson will evaluate their responses. The interview score will be added to the evaluation form. The standardized questions:
 - a. Charitable and community involvement
 - b. Athletic training governance involvement
 - c. Promotion of athletic training
6. After the October 1st deadline, the committee chairperson will forward all nominee information to the committee members for their evaluation.
7. Each committee member will evaluate each nominee's information using the selection criteria and evaluation form. Each area on the evaluation form is assigned a maximum point value. Upon completion of the evaluation forms, each committee member will complete an electronic evaluation of each candidate.

8. The Chair will determine the average score from the evaluation forms for each nominee. The nominee who receives the highest average score will receive the award at the EATA Annual Meeting.
9. The Committee Chair notifies the award recipient and all other nominees of the results of the evaluation process. The Chair will also inform the recipient of the process of complimentary registration for the Annual Meeting, hotel accommodations, and travel instructions.
10. The President will notify the EB, the Information Center Chair, the Past President (to have plaque made), and the Registration Chair.
11. Nominees who do not receive the award are eligible to be re-nominated by a member. They must complete the entire application process when re-nominated.

'49 Club Committee

The Eastern Athletic Trainers' Association (EATA) '49 Club recognizes those EATA members whose District 1 and/or District 2, EATA, and state contributions demonstrate sustained leadership and reflect positively on the EATA and their home districts. The work of these individuals shape and advance the profession of Athletic Training as a result of their exceptional accomplishments and dedication to sustained service and leadership. The '49 Club is considered the highest honor an EATA member can achieve and is equivalent to Hall of Fame recognition.

Candidates for the EATA '49 Club must be nominated by an EATA member in good standing and must meet the following criteria to be eligible for consideration.

Committee Make-up:

1. Two co-chairs (one from each District)
2. One member each from District One and District Two (chosen by the respective District Director)
3. One member of the EATA, chosen by the President (may be from District One or District Two)
4. The current EATA Past-President

Committee Members & Responsibilities:

1. Review and score '49 Club applications (Fall)
2. Participate in committee meetings as needed (2-4 per year)

Candidate Eligibility:

1. Be an active, retired, or deceased EATA member from either District One or District Two.
2. If active, must have an NPI number.
3. Have an active or retired BOC credential.
4. Unless retired, the nominee must have an AT license in good standing in the state in which they are employed or practice as an AT.

5. Must have been a BOC athletic trainer a minimum of 25 years.
6. Must be, or have been, a member of District One, District Two, or a combination of both, for a minimum of 15 years preceding the nomination and brought distinction to District One, District Two or the EATA.
7. Deceased District One or District Two members not meeting the 25-year BOC qualification may be considered for induction into the EATA '49 Club if their work brought distinction to District One and/or District Two.
8. An athletic trainer from District One or District Two who did not serve on an EATA Board or committee but contributed outstanding service to the EATA.
9. Nominees who do not receive the award are eligible to be re-nominated by a member. They must complete the entire application process when re-nominated.
10. Current members of the EATA Executive Board are **not eligible**.

Criteria:

1. Nominees must submit a completed '49 Club application to the EATA '49 Club Committee no later than October 1.
2. Three (3) Letters of Advocacy must be submitted to the EATA '49 Club Committee no later than October 1.

Gifts and Complimentary Package:

1. Watches to be paid for by EATA
2. Badges to be paid for by the recipient's district
3. Complimentary registration to the EATA convention (Year of Induction)
4. One complimentary ticket to the banquet for the inductee and one guest, with an opportunity to purchase additional banquet tickets for family.
5. One night hotel

The EATA Presidential Recognition Award

The EATA Presidential Recognition Award, chosen by the President, is presented annually to an individual, company or media outlet which has served to expand and broaden the profession or the public's perception of the profession of athletic training within the geographical boundaries of the EATA. The first award was presented in 2006.

Criteria to be considered for recognition:

An individual shall provide service, leadership, create, or initiate activities which serve to broaden the profession and specifically the EATA within the profession. Eligible recipients include:

1. A member of the EATA who has served with distinction on EATA committees.
2. A representative of a company which provides products or services pertinent to the profession that has proven beneficial to the goals of the EATA and the profession.
3. A media forum that has produced a product (written or electronic) which expands the efforts of the EATA and enhances the public's perception of the profession.

Nominations and Elections Committee

The purpose of the Nominations and Elections Committee is to coordinate the election of EATA officers in accordance with EATA By-Laws. District officers are elected separately and according to their own Bylaws. The duties of the committee are as follows:

Determine offices that will be open and seek qualified candidates for the upcoming year. The call for nominees will first be announced at the Annual Business Meeting. After which the nominations committee will work with the EATA Webmaster to create a nominee submission webpage.

Preparation of Call for Nominations (Before January-Annual Meeting):

1. Identify openings for EATA Officers for the upcoming year from the EATA secretary and President.
2. Prior to the annual meeting, work with the EATA webmaster to prepare a nomination webpage for the upcoming open position. All nominees will be submitted through the EATA website.
 - a. Test the web page to ensure email notifications go to the Webmaster and Nominations Chair.
3. The call for nominees will first be announced during the Business Meeting by the Nominations Committee Chair.
 - a. Record any nominees that are verbally nominated.
 - b. Email nominees within one week of their nomination to confirm their acceptance and eligibility (see eligibility criteria below) to run for EATA Officer.

Eligibility criteria:

1. Nominees' status as certified or certified student
2. EATA member (within District One and District Two boundaries)
3. Have a valid NPI number

Open Nominations Period (Annual Meeting-January):

1. Following the Annual Meeting, send a "Call for Nominations" message to the President for approval.
2. Communication of Call for Nominations:
 - a. Send "Call for Nominations" announcement email to District Secretaries, EATA secretary, and EATA Media Chair to disperse on email servers (following the Annual meeting).
 - b. Send out electronic reminders (at least 1) throughout the nomination period (ends February 15). Send additional reminders as necessary to recruit a strong candidate pool.
 - c. Send to the NATA News an announcement for the February edition regarding nominations and when the election will occur.
3. Collect all nominations

- a. Email nominees within one week of their nomination to confirm their eligibility and acceptance of the nomination.
 - b. Contact respective District Secretaries to confirm eligibility criteria for all nominees.
4. Nominations will be accepted until **February 15**.
 - a. Submit the names of all confirmed nominees to the President for approval by February 15.
5. Nominees contacted by Nominations Chair on February 15 – sharing the slate of candidates/opponents AND requesting each nominee send a copy of their resume, a professional headshot, and responses to the Nominations Questionnaire no later than February 24th. Permission to make this information and headshot publicly available for the membership to see during the voting period shall be obtained.
 - a. Give nominees a deadline to complete all information by **February 24** and provided immediately to the EATA Webmaster for posting on the EATA website.
6. In the event there is only one candidate for an elected office, that nominee shall be informed on February 15th that they will be duly elected by a vote of affirmation at the General Membership Meeting the following January.

Close of Nominations-Voting Period (March 1-March 15):

1. Send “Voting Now Open” announcement email to District Secretaries, EATA secretary, and EATA Media Chair to disperse on email servers on **March 1**.
 - a. Work with Webmaster to test voting webpage
2. Send out electronic reminders (at least 2) throughout the election period to the District Secretaries, EATA secretary, and EATA Media Chair.

Election Results (March 16):

1. After voting has closed, the candidate with the most votes shall be declared the winner.
 - a. In the event of a tie between the candidates at the end of the initial voting period, voting shall be extended in increments of 4 days until a candidate has attained the majority.
2. Send a report to the EATA president announcing the winner, the total votes from each district, and total votes from each state. Prepare for a vote of affirmation at the General Membership Meeting if only one candidate is nominated to any office.
3. The president will contact the winner and all other nominees to inform them of the results.
4. The president will send an email to the District Directors and Secretaries, EATA Secretary, and Social Media chair to announce the election results.
5. Provide a written report for the January EB meeting and be prepared to present the results to the membership at the Business Meeting, held during the Annual Meeting.

On-Line Voting Emergency Policy:

In the event that the electronic voting system is disabled, for any reason, a mass email will be sent out by the EATA Nominations Chair to all members of the EATA stating that there was a problem between date “x” and “y” and that for this reason voting will be extended by that many days. Members who voted between “x” and “y” dates should recast their votes. In the event that this results in duplicate voting results, the last vote cast will be disregarded, keeping the original vote and ensuring that each member can vote only once for a candidate. Mechanisms already in place will ensure that each member is allowed to vote only once for their chosen candidate.

Public Relations Committee

The Public Relations Committee has responsibilities to provide communication via social platforms to the EATA membership, and the public, regarding EATA business and athletic training relevant material in the region. This committee includes the Info Center whose responsibility is to provide displays at the Annual Meeting that serves to honor District One and Two, EATA and NATA award winners, and others that have contributed to the profession of Athletic Training.

Duties of the Public Relations Committee members include:

1. Post information about the annual meeting once the registration website is up and running.
2. Inform members about scholarship and award opportunities, as well as announcing winners.
3. Engage the membership through original content and drive page clicks/visits to the EATA website.
4. Develop a social media program to engage attendees at the annual meeting.
5. Post information as assigned by the EATA leadership.

Duties of the Info Center member include:

1. Collect photos of NATA Executive Director, NATA President, and Hall of Fame inductees from the EATA as needed. Also, obtain a list of all special award winners (Service Award, Most Distinguished Athletic Trainer, etc.).
2. Contact Honors and Awards Chair, Moyer Award Chair, EB, and award winners for photographs and biographies of all award winners and the “Pinky” Newell Address presenter.
3. Contact Hall of Fame members to request bios and photos.
4. Request bios, photos, logos from all EATA and NATA District One and District Two members who won awards during the year.
5. Obtain a list of current scholarship recipients from the Scholarship Committee Chair.
6. Obtain photos from the EATA photographer of previous year’s scholarship winners, award winners, and special guests/events.
7. Summarize bios of NATA Hall of Fame members, Excellence in Leadership, Excellence in the Secondary School, Dr. Moyer, and “Pinky” Newell Address, Marjorie A. King

Research to Reality, and EATA Grant Award winners and District One and District Two NATA award winners, Scholarship recipients, Moyer, Excellence in Leadership, and Excellence in the Secondary School Award recipients, “Pinky” Newell Address presenters, Marjorie A. King Research to Reality and EATA Grant presenters, District One and District Two Most Distinguished, 25-year, Athletic Training Service Award winners, EATA EB members, NATA Hall of Fame inductees, and special award winners for the powerpoint to be displayed at the Meeting.

8. Up-date presentation on a yearly basis.

Research Committee

The mission of the Eastern Athletic Trainers’ Association Research Committee is to: (1) disseminate knowledge by delivering research findings through diverse and effective educational and scholarly programming, and (2) to stimulate, promote, support and fund quality research that has the potential to enhance the clinical practice or support best practice and ultimately advance the profession of athletic training.

Abstracts Subcommittee:

The purpose of the Abstracts Subcommittee is enhancing the field of athletic training by bringing research and case studies to the general athletic training population during the EATA Annual Meeting and Clinical Symposium. The subcommittee is also responsible for the selection of the student poster awards.

Grant Subcommittee:

The purpose of the EATA Grant Subcommittee is to support research to facilitate the advancement of the athletic training professional. The Grant Subcommittee is responsible for reviewing applicants and award grant money to the qualified applicant, as outlined in the P&P Manual.

Research to Reality Subcommittee:

The Research to Reality Subcommittee brings prominent researchers/speakers from the health care community to present clinically functional information at the EATA Annual Meeting and Clinical Symposium. The purpose of the lecture is to bridge the gap between research findings and clinical practice.

Research Grant

The EATA is pleased to be able to provide funding to the membership for research purposes. Funding priority will be given to basic, applied and service-related research initiatives. Interdisciplinary collaboration between athletic trainers and other health-care researchers is encouraged. The purpose of this EATA supported research program is to facilitate the advancement of the athletic training profession. Accordingly, research initiatives should focus on the domains of athletic training as identified in the NATA Role Delineation Study.

1. The primary investigator must be a certified member of the NATA and have a valid NPI number.
2. Applicants are required to submit three copies of the completed application form, EATA Supported Research Program, to the Research Committee Chair by April 1.
3. The level of funding is a one-year grant for \$10,000.00 for project use only. The Treasurer will keep the Chair aware of the current amount.
4. The Grant Number located in the EATA Grant and Award Contract is based on the year that the EATA EB approves the EATA Grant Lecture speaker.(ie #001_2023).
5. Allocation will be as follows: first Payment (50%): upon request to the EATA Treasurer and is available upon award notification; final Payment (50%): shall be released upon receipt of the first quarterly report based upon the timely submission and documentation of adequate progress in accordance with the reporting requirements.
6. The Research Award Grant schedule is as follows (dates are subject to minor delays depending on total proposal submissions):

DEADLINE DATE*	ACTION
Date/time stamped by 11:59 pm EDT January 15th	Deadline for Submitting Application Electronically to Research Sub-Committee Chair
February 1st	Applications distributed to committee members for review
April 15th	Committee identifies an award recipient
May 1st	Chair, Research Committee recommends to EATA President and Executive Board
June 1st	Award recipient notified of selection (pending EATA Executive Board approval) and requested to be at EATA Annual meeting (January) for award announcement
January 2020	Requested attendance at EATA business meeting to accept award
January 2021	Present research findings at EATA

7. The Primary investigator must make an oral presentation of the research findings at the EATA Annual Meeting and Clinical Symposium the year following the award announcement.

8. The Grant information is located on the EATA Website or the Research Committee Chair can be contacted.

Marjorie A. King Research to Reality Presentation

In order to provide a practical approach to utilizing the results of the research that is being conducted in our field, the EB has approved the Marjorie A. King Research to Reality presentation for the Annual Meeting. The goal is to bring in a well-known researcher in our field to explain how various research findings can be put to practical use in the clinical setting.

1. The presenter, if an athletic trainer, must be a certified member of the NATA and have a valid NPI number.
2. The Research Committee will notify the PE with the name of the selected presenter and the time and location of the presentation, and will ask the presenter for the presentation's abstract, learning objectives, level of difficulty, learning domain, and CV for inclusion in the conference program.
3. The presenter will be given a complimentary package that includes the speaker's honorarium, conference registration, banquet tickets (for the speaker and a guest), travel, and 1 night hotel lodging.
4. Presenters from within the EATA are preferred, but the goal should be to obtain a presenter that has national recognition or is involved with cutting edge research.

The Research Committee has developed their own Policy & Procedure Manual. This includes the Abstract, Grant and Research to Reality Subcommittees.

Poster Presentations

As part of the educational program of the Annual Meeting, poster presentations are arranged with the author(s) present to provide insight into their research.

1. Principle investigators should be members of the EATA and have a valid NPI number.
2. Applicants are required to submit proposals by October 1 and be prepared to arrange for a suitable presentation.
3. The Chair will communicate with the PE regarding scheduling a time during the Annual Meeting for the posters to be presented and will communicate with the Exhibits Chair and PE regarding the number of required poster boards.
4. Poster presentation information can be located at the EATA Website.
5. Two EATA member student abstracts will be selected for a plaque and a monetary prize, the amount of which will be approved by the EB. The announcement will be held during the Annual Meeting. Winners' EATA membership will be checked prior to making the award.

Scholarship Committee

As one of the three major purposes of the EATA, the Scholarship Committee has, and will

continue to, offer eleven \$3,000 grant scholarships annually to student members of the NATA who maintain an official address within the geographic region of the EATA, who have participated with distinction in a college or university athletic training program, and who have excelled academically and clinically as professional athletic training students. These awards are meant to encourage the recipients to continue their education or practice as an athletic trainer. **The deadline for applications is October 15th.**

Duties of the Chair and Committee Members:

August:

1. Review applications and make any necessary changes; send changes to the Technology Chair for upload to the Scholarship page of the EATA website.
2. Prepare email to CAATE program directors announcing application process and deadline.
3. Approximately the middle of August, send email to Program Directors and copy committee members and D 1 & 2 Directors, EATA President, Sponsorship Committee Chair. Update Program director list as necessary.
4. Confirm with the President and Treasurer exactly how many scholarships are being sponsored/ provided.

September:

1. September 1st - Activate the application forms to accept submissions on the EATA's Google drive.
2. Check with the Treasurer to see if sponsors sent checks.
3. Applications are received throughout the month until the deadline. During the application acceptance time period, update the spreadsheet with applicant names. Confirm all 4 application forms have been received for each applicant.
4. Provide all committee members with electronic scoring sheets and rubrics.

October:

1. October 15th - Deactivate the application forms on Google drive
2. Compile scoring sheets for committee members confirming applicants have submitted all four (4) required application forms.
3. October 20th - Send scoring sheet and rubric to committee members with a deadline of November 10th to submit scores.

November:

1. Compile scores from committee members, rank, and send results to members for discussion, if warranted.
2. Contact District One & 2 Secretaries for confirmation of proposed recipients' NATA district memberships.
3. Once confirmed, assign scholarships to appropriate award winners: (4) District One awards, (4) District Two awards, (3) EATA awards. District affiliation is determined by an applicant's address on record with the NATA, not school location. Notify the EATA President, President-Elect, Past-President of results for Executive Board approval.
4. Once approved, notify the recipients, nominating Preceptors, and institutional

- Program Directors via email. Then notify all scholarship applicants of results.
5. Submit results to the Technology Chair and Information Center Chair once approved by the Executive Board and recipients have been notified.
 6. Request travel, hotel, and banquet attendance information from the award recipients and provide information to the Past-President.
 7. Prepare PPT slides for each recipient and send information to the Information Center Chair and prepare a script for the banquet presentation.
 8. Notify award recipients of banquet schedule for photo and of presentation procedures.

Sponsorship/Fundraising Committee

The EATA has developed an official sponsorship/fundraising program to help fund annual meeting needs, scholarship opportunities, and research initiatives. All proposals, programs, and contracts will be evaluated and, if deemed to be a benefit to the Association, will be approved by the EB. No individual is allowed to enter into a sponsorship/fundraising agreement for any purpose. The NATA sponsorship/fundraising program must be taken into consideration prior to the approval of a sponsorship/fundraising agreement.

Duties:

The purpose of the Sponsorship/Fundraising Committee is to work with entities that have a working relationship with the profession of athletic training in order to create or maintain an additional source of funding other than the general profits of the Annual Meeting. The duties of the committee are as follows:

1. Coordinate with the PE regarding sponsorship opportunities for the Annual Meeting and to ensure that proper recognition is provided to sponsors at the Annual Meeting (signage, etc.).
2. Coordinate with the Exhibits Chair regarding sponsorship opportunities for exhibitors.
3. Coordinate with the Scholarship Chair regarding current and future opportunities for scholarship funding.
4. Coordinate with the Treasurer regarding payments of sponsorship funds.
5. Coordinate with the Webmaster regarding opportunities for website sponsorship and for possible recognition of sponsors on the web site.
6. Secure appropriate items and coordinate a silent auction during the EATA Annual Meeting.

Site Selection Committee

The purpose of the Site Selection Committee is to advise the EB regarding the selection of facilities that would host the Annual Meeting. The Chair will advise the EB as to the appropriate

time to begin the investigation process with attention given to the need to make arrangements several years in advance. The EB will determine how far in advance to engage in contracts for sites, with advice from the Chair. The specific duties of the committee are as follows:

1. Communicate with the EB regarding the geographic locations, dates, days (Sat.-Mon. or Sun.-Tues.), etc. for future meetings. The meeting shall rotate between Districts 1 and 2, as specified in the By-Laws. The meeting has traditionally been held the first weekend after January 1.
2. Work closely with the Meeting Planner secured by the EB to work with/ for the EATA in all matters regarding meeting sites.
3. Update the "Request for Proposal" (RFP) as necessary, and provide to the sales managers of potential sites. Request any other specific information outside of the RFP and ask for an initial proposal from each interested facility.
4. Develop and maintain a list of potential sites for future meetings. Include any evaluation information, previous negotiation information, or previous meeting information. Preferred sites should be "under one roof", unless a convention center works out better cost wise.
5. Maintain a minimum of a five year history of attendance, room pick up, meeting room needs, and food and beverage needs to provide to interested facilities.
6. Work with the President-Elect to develop a list of negotiable issues/items and provide the site representative with the list, which should include, but is not limited to, the following:
 - a. Waived or discount fee for exhibit space.
 - b. Waived meeting space fee.
 - c. Exhibit hall and general assembly space being adjacent.
 - d. Discounted room rate, with singles and doubles at equal cost.
 - e. Discounts on various food and beverage needs.
 - f. Complimentary room ratio of approximately 1:50.
 - g. Room upgrades for EB members and VIP attendees.
 - h. EB meeting space fee waived.
7. Provide copies of the RFP's to the EB and arrange for site visitation(s) by the EB.
 - a. Initial site screening is completed by site selection chair or designate.
 - b. Final site inspection by EB during a quarterly meeting.
8. Arrange for negotiations between the President-Elect and the site representative; negotiate on behalf of the EB, at the direction of the President. Contract negotiation to be reviewed by Chair and EB prior to final EB site review.
9. Coordinate with the Information Center Chair, Registration Chair, and Research Chair regarding their needs for the meeting (display boards, signage, etc.).
10. Coordinate with site staff regarding drayage of exhibitors' supplies.
11. Coordinate, with approval of the EB, contracts for on-site decorators.

Technology Committee

The purpose of the Technology Committee is to provide all web-related services. The Chair of the committee serves as the official Webmaster for the Association. The Chair can request the

appointment of other members based on their computer/web abilities.

Duties:

1. Establish and maintain the EATA website.
2. Solicit information from pertinent Committee Chairs for use on the website.
3. Obtain a copy of the leadership directory from the EATA Secretary in order to post leadership contact information on the web site. This should be completed in January.
4. Coordinate with the PE regarding the posting of information pertaining to the Annual Meeting. Also, coordinate with the Exhibits Chair, the Registration Chair, and Sponsorship Chair, regarding the creation of the conference registration website.
5. Coordinate with the EATA Treasurer regarding online credit card payment procedures for the Annual Meeting.
6. Coordinate with PE the construction of the conference app.
7. Be the administrator for the EATA G-suite account. This includes email and google drive.
8. Keep records on the email acceptable use policy for current and new EATA leaders who have goeata.org email accounts.
9. Keep records on the hardware purchased by EATA

Standing Committee Membership Numbers

Committee	Membership Numbers
BOC Compliance Coordinators	2
By-Laws	1
Educators Conference	7
Exhibits	1
History & Archives	2
Honors & Awards	
Excellence in Leadership	5
Excellence in the Secondary School	5
'49 Club	4
Moyer	5
Frank George	4
Information Center	1
Nominations & Elections	1
Moderators	4
Pubic Relations	6
Quiz Bowl (includes technology)	6

Registration	4
Research (and all subcommittees)	13
Scholarships	6
Site Selection	1
Sponsorship	8
Student Delegation (Co-Chairs)	2
Technology	1

Process for Adding/Replacing Committee Members

1. The President, along with the Executive Board, will annually review the EATA term limit structure, and through committee openings announced by committee chairs, determine which committees have openings.
2. An initial call for committee chairs and committee members should occur at the EATA business meeting in January to make our members aware of the positions that will be open.
3. Additionally, the President will announce by the end of January all open positions with a brief description of the positions. The announcement will be placed through all EATA social media platforms including District One and District Two newsletters. Any questions with regard to the committee expectations will be directed to the President (or chosen board member).
4. The call stays open until the end of February for Committee Chair candidates and until the end of March for Committee Member candidates.
5. Once the call ends, the President (or another chosen Executive Board member) will send the list of interested candidates and their information (e.g. why interested, CV/resume, etc.) to the committee chair of that particular committee for review and to offer their thoughts (and possibly their committee members' feedback).
6. The President will reach out to the secretaries of District One & District Two to validate if candidates are NATA members in good standing and have an NPI number.
7. The committee chair will send back review/thoughts/recommendations to the President (or chosen Executive Board member).
8. The subcommittee reviews the committee chair review/thoughts/recommendations and makes a recommendation to the Executive Board for approval of new committee members at the April meeting.

Annual Meeting and Clinical Symposium

General Policies/Procedures

Annual Meeting Cancellation Policy:

The EB will evaluate the opportunity for registered members to travel to the meeting safely. Each case will be evaluated individually. Factors taken into consideration will include, but are not limited to national weather service information, airport closures, road closures, availability of trains or other means of mass transportation, and weather-related emergencies.

Registration Refund Policy:

Refund/Cancellation Policy: All cancellations received prior to December 15th will be refunded less 5% for processing and accounting procedures. All cancellations received from December 16th until 31st will be refunded less 20% for processing and accounting procedures. Any cancellations made after December 31st WILL NOT be refunded. All requests for cancellations must be made in writing by email to the EATA Treasurer. Voice mail messages will not be honored.

Replacement of CEU Certificates:

Individuals may obtain only their own registration and CEU materials. If a duplicate CEU certificate is needed, go to www.goeata.org and find the link for Replacement Certificates.

Exhibits Committee

The Exhibits Chair is responsible for the recruitment, retention, and organization of exhibitors for the Annual Meeting. The Chair must remain up-to-date regarding the list of Official NATA sponsors and obtaining an updated NATA trade Show mailing list annually. In addition, the Chair is responsible for the following duties:

1. Coordinate with the EB regarding fee schedule for exhibitors. Make recommendations to the EB regarding changes in the fees.
2. Maintain an accurate list of potential exhibitors and include all potential exhibitors, including state presidents, NATAREF and BOC. Mail packets to exhibitors at a reasonable time, and include information regarding the on- line registration.
3. Coordinate with the PE regarding the facility, day and time the exhibits will be open, and any other issues regarding programming.
4. Coordinate with the EB regarding contracts for decorators and storage facilities needed. Contracts should be reviewed, and a recommendation made to the EB within the June

- meeting report. Multiple year contracts can be arranged. The president is responsible for signing the decorator contract post meeting.
5. Ensure that all EATA materials held in storage are delivered to the meeting site prior to the meeting.
 6. Coordinate with the Technology Chair regarding creation of the exhibitor's registration website. Provide the Webmaster with all materials necessary, including registration form, hotel information, decorator and drayage information, etc.
 7. Coordinate with the PE and the hotel for security for the Exhibit Hall.
 8. Coordinate activities with the Sponsorship Chair as necessary.
 9. Establish refund policy for exhibitors with approval from the EB. Be sure that the exhibitors are aware of the current policy.
 10. Coordinate the move- in and registration process for the exhibitors.
 11. Coordinate with the state presidents to determine how many would require booth space. The EATA will assume the costs for the state booths set up and decorating. The states will assume all other costs (electric, F & B, etc.).
 12. The cost for Official NATA sponsors' booths will be split evenly between the two Districts. The full booth fee will be charged. The EATA will assume the costs for the NATA Foundation booth.
 13. Provide the PE with a list of exhibitors by December 1 for inclusion on the website. Late additions can be done as an addendum.
 14. Coordinate with the Treasurer the method of payment and fees being placed in the EATA accounts.
 15. An attendee list will not be made available to the exhibitors, either before or after the annual meeting due to privacy concerns.
 16. Provide a list of exhibitors to the Webmaster for posting on the EATA website.
 17. Add a \$50 late fee to exhibitors for registrations after the first Friday in December.
 18. Establish, with EB approval, a booth assignment policy with regard to exhibitor longevity and NATA sponsorship policies.
 19. Coordinate with the Research Committee and the Information Center Committee regarding the number and size of poster boards that will be needed. Also, coordinate with the Registration Chair regarding the Registration area set- up.
 20. Solicit feedback on a yearly basis from exhibitors regarding scheduling, hall traffic, special events and any other areas of interest. Report to the EB any potential conflicts which may affect an exhibitor's continued support.
 21. Chair should reply to emails within 48 hours, whenever possible

Booth Assignment Policy

Booth assignments are established by the exhibits chair, published in the contract and web site, and then are on a first come first serve basis. Booth assignments are considered by NATA sponsorship policies and years of support to the EATA. Product compatibility will be considered when booth assignments are made. Competing companies may be back to back or separated by other booths but are never facing each other. Corner booths and high visibility areas are

considered prime booth space. Fees are not set by booth location. Special event booths may be assigned on a case by case process.

Exhibitor Refund Policy

The EATA recognizes there are occasionally unique circumstances that prevent exhibitors from attending; including but not limited to weather, flight cancellations and family emergencies. The EATA reserves the right to review all requests for refund on a case by case basis. Pursuant to the established refund policy, the EATA will not give a full refund after December 1st; options for refund due to special circumstances will be at the discretion of the exhibits committee chair and the EB.

Registration Committee

The Registration Chair is responsible for creating a system of registration for the Annual Meeting. The duties of the Registration Chair include:

1. Establish a registration deadline and obtain approval from the EB. This should be included with all registration information.
2. Communicate with the EATA Treasurer regarding the overall registration budget and familiarize yourself with all procedures for obtaining funds and depositing monies into the EATA accounts.
3. Request a list of all NATA members in District One and District Two from the District Secretaries who will send the list to the Webmaster. This should be completed by September 1st.
4. Establish a printer for all printed materials (September).
5. Prepare the following information to be put on website for the Annual Meeting:
 - a. Check with the PE regarding any changes to be made on the registration form (fees, dates, information needed for running subsequent meetings).
 - b. Obtain registration material from the PE, including intro letter, program, hotel registration form, hotel directions, workshop registration form, and any other pertinent information needed for the registration packets and on the website.
 - c. Update the registration chair's instruction letter to be included on the web site.
 - d. The web site should be ready for uploading by Sept. 30.
 - e. Have complete registration packets prepared for those who request a packet by mail.
 - f. Communicate with the Webmaster in order to facilitate the application of all registration materials onto the website for on-line registration. Include "Cancellation Policy" and "CEU Certificate Replacement Policy".
6. Be prepared to begin accepting registrations by Oct. 1.
7. Download required information from registrations received to be prepared for the registration process at the Annual Meeting, including information to be provided to the attendees.

8. Separate registration forms into categories (cert, students, members, guests, etc.).
9. Input registration form data into Microsoft Access database.
10. Coordinate registration times at the Annual Meeting with the President-Elect and arrange for registration desk volunteers to staff the desk during the registration periods. Provide registration worker names to the President-Elect in a timely manner.
11. Order all registration materials needed.
12. Coordinate complimentary registration list (from PE) with actual registrations received.
13. Include institution/affiliation and reason for complimentary registration on list.
14. Include all appropriate titles to be printed on the badge, with a maximum of 3 credentials.
15. Include all complimentary guest attendees for badge typing.
16. Print badges for all pre-registrants.
17. CEU forms distributed electronically to the attendees after the event.
18. On-site preparations for registration.
 - a. Prepare attendee packets for distribution at registration.
 - b. Provide all registration instructions to volunteers working during registration.
 - c. Prepare a registration report for the President for the Annual Business meeting, including the number of attendees in each membership category.
 - d. Arrange for petty cash from the Treasurer.
19. Prepare a full Registration report for the EB conference call in February to include total registrants by membership category, total from each District, on-line registrants, etc.
20. Chair should reply to emails within 48 hours, whenever possible.
21. Committee members responsibilities include:
 - a. Assist with the registration booth set up.
 - b. Assist during registration check-in of guests.
 - c. Assist in orientation of volunteers and student delegates.
 - d. Help problem solve onsite members' questions and concerns.
 - e. Help assist members with onsite registration through the registration website.

BOC Compliance Committee

The 2 Primary Roles for the BOC Compliance Committee are to:

- 1) maintain Approved Provider status for the EATA (P201)
- 2) assure BOC compliance for the EATA Annual Meeting & Clinical Symposium.

This committee consists of 2 members.

It is necessary for the EATA to have current Provider status by January 1st of each year in order to offer CEUs for that year.

General Responsibilities for the Committee:

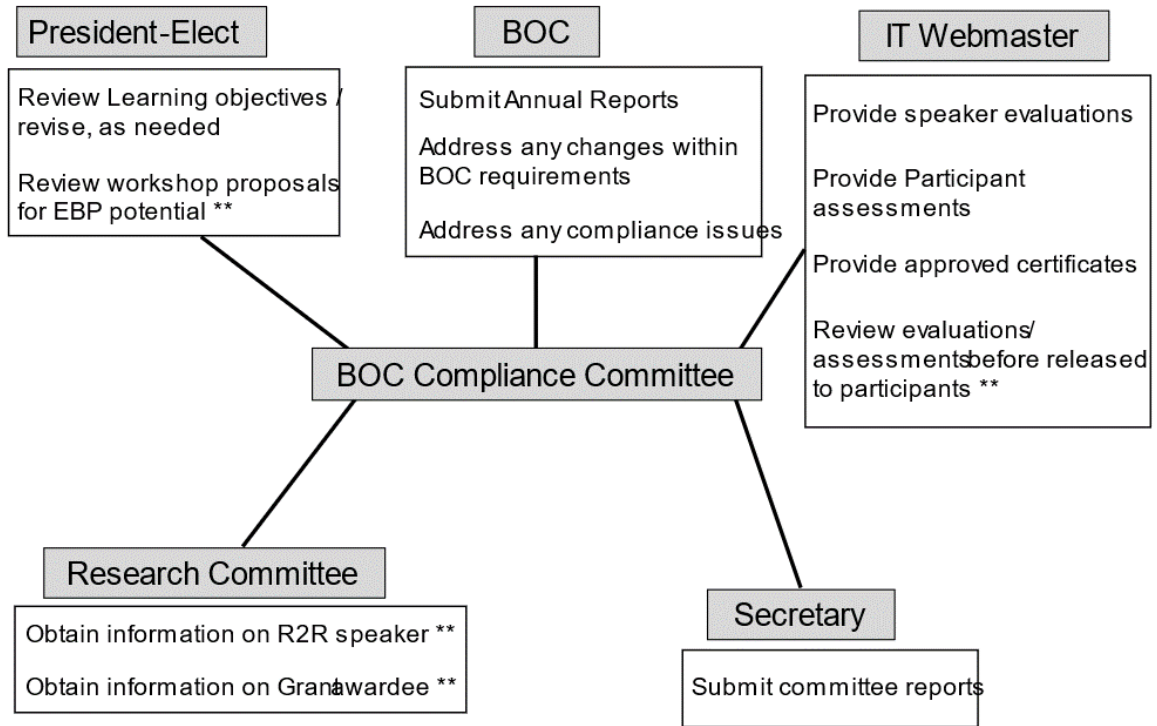
1. Maintain and update the EATA BOC approved provider manual as EATA or BOC policies dictate.

2. Communicate with the BOC and specified EATA committees & leaders to ensure BOC compliance across the organization.

General Responsibilities for the Chair:

1. Maintain and update the EATA BOC approved provider manual as EATA or BOC policies dictate.
2. Maintain and renew BOC provider status with respect to CEUs.
3. Liaise with the BOC, as needed.
4. Relay any changes in procedures to appropriate positions with consultation of the president-elect.
5. Review proposals/speakers for potential to be included in the program. Submit recommendations to the President-Elect.
6. Obtain speaker information from the Research Committee (R2R & Grant) to include in the programming.
7. Revise learning objectives for sessions, as needed.
8. Prepare application to BOC for approval.
9. Develop/revise speaker evaluations, participant assessments, and CE certificates, ensuring BOC compliance.
10. Review speaker evaluations and participant assessments in the software application before being released to participants.
11. Post programming to the BOC website.
12. Maintain records for all individuals who attend and/or complete lectures/assessments.
13. Submit an annual report for programming to BOC.
14. Work with the EATA Webmaster to coordinate requests for replacement CEU certificates.

BOC Compliance Committee Communication Structure:



Specific Conference Responsibilities & Timeline:

	Responsibilities
Pre conference	Review proposals/speakers for potential to be included in the Category A programming. Submit recommendations to President-Elect
	Obtain speaker information from Research Committee (R2R & Grant) to include in general programming
	Review learning objectives, revise as needed for all Category A sessions (must be BOC compliant). Send revisions to President-Elect & webmaster

	Revise speaker evaluations and participant assessments, as needed (must be BOC compliant). Send to President-Elect & webmaster
	Update CE certificates, as needed (must be BOC compliant)
	Prepare EATA Conference application & submit to BOC for approval
	Report on status of BOC approval to President-Elect
	Provide BOC compliant speaker evaluations, participant assessment, and CE certificates to Webmaster and President-Elect
	Post Category A programming to the BOC website at <i>least 2 weeks prior</i> to the conference through the BOC approved provider portal.
Conference	Attend annual conference
Post conference	Submit annual report for Category A activities
	Address any compliance issues, as necessary
Ongoing	Maintain and update the EATA BOC approved provider manual as EATA or BOC policies dictate
	Maintain and renew BOC provider status with respect to the Category A CEUs
	Liaise with the BOC, as needed
	Relay any changes in procedures to appropriate positions with consultation of the president-elect.

Maintain records for all individuals who attend and/or complete participant assessments

Program Committee

The EATA Program Committee is chaired by the President-Elect and includes the four EATA Moderators (2 from each NATA District), the 2 members of BOC Compliance Committee, and the Chairs from the Quiz Bowl, Exhibits, Registration, and the Student Program. A program selection sub-committee will consist of the President-Elect, program moderators and the Chair of the BOC Coordinators Committee, and the Student Delegates under the direction of the Student Program Chair

The President-Elect, program moderators and the Chair of the BOC Compliance Committee will review and score the lecture and workshop proposals and the Student Delegates under the direction of the Student Program Chair will score the student program proposals. All will use the EATA proposal review form found in the Addendum. A complete timeline of tasks assigned and due dates are included in the Addendum.

The EATA call for proposals is sent out in mid-January and ends March 31st. The program selection sub-committee will review the proposals in April and May and offer their recommendations to the EATA EB at the mid-year meeting. Each application will be reviewed and scored by at least three separate members of the program selection sub-committee.

Program Moderators:

The EATA moderators will handle the administration of all assigned sessions, both General Sessions as well as Workshop Sessions during the EATA Annual Meeting and Clinical Symposium.

Moderator Guidelines for General Sessions:

The moderator guidelines are fully delineated in the Addendum. Below is a brief list:

1. Ensure that the speaker has arrived at the session and has all their individual needs met for the session.
2. Introduce the speaker to the audience.
3. Keep track of time allocated for the session and provide the speaker with cues, if necessary for time remaining in the session.
4. Assist the speaker in conducting any question and answer period following the presentation.
5. Thank the speaker and present the speaker with a gift and honorarium on behalf of the EATA.

Moderator Guidelines for Workshops:

The moderator guidelines are fully delineated in the Addendum. In addition to the list above for General Sessions, workshop moderators may be asked to assist the speaker in conducting any demonstrations as needed during the workshop. Workshop speaker(s) and the moderator must communicate any of these needs prior to the workshop.

Student Program

The Student Delegation Chair is responsible for the organization and administration of the Student Program at the Annual Meeting. All policies and procedures outlined previously under “**Program**” must be followed. All functions must be approved by the President-Elect. It is imperative that the Student Program work within the budget parameters provided by the Treasurer. The Student Delegation has developed their own Policy & Procedure Manual. The SD P&P should be reviewed from time to time to ensure they are consistent with the EATA By-Laws, the EATA P&P, and general EB policies.

Quiz Bowl Committee

The purpose of the Quiz Bowl Committee is to host a **Jeopardy** style competition in order to determine District One and 2 representatives for the NATA Quiz Bowl. The duties of the committee are as follows:

1. Email all AT Program Directors in District One and District Two to announce the Quiz Bowl and to request that each institution have a contestant.
2. Determine categories and write questions.
3. Prepare necessary technology for the competition.
4. Assure staging and layout is appropriate.
5. Maintain and update *Eastern Athletic Trainers' Association (EATA) Quiz Bowl Competition Rules and Regulations (see Addendum)*.
6. Maintain and update *Eastern Athletic Trainers' Association (EATA) Frequently Asked Questions* regarding the EATA Quiz Bowl (*see Addendum*).
7. Obtain judges and disseminate questions and answers in a timely manner to the judges.
8. Plan rehearsal for contestants.
9. Confirm prizes/plaques have been ordered through the EATA Past President.
10. Chair should reply to emails within 48 hours, whenever possible.

Financial Policies

1. Key relationships with individuals and firms (examples would include corporate sponsors) should be identified. In addition to the relationships that should exist between the President and these individuals or firms, parallel relationships should be maintained by one or more Board members. This process prevents the Board from losing touch with key relationships.
2. Expenses to be reimbursed by the Association must be approved by the Treasurer, and should fall within the budget that is approved each year for that purpose. Each request should provide the object, nature and extent of travel including a brief narrative of what will be (or was) accomplished by the travel. Any travel that requires expenditures over and above the approved budget must be pre-approved by the President and Treasurer.
3. The Board should directly search for and retain the independent accountant and investment counselor for the organization. This process should be without undue influence by the President. This allows for total loyalty directly to the Board. If the President participates in or influences the selection process, a tier of loyalty may be created to the President that may precede the level of loyalty to the Board.
4. The EATA supports fiscally prudent management of its resources. This means, when appropriate, three bids should be sought on projects, services and products.
5. Key vendor and consultant relationships must be identified and steps taken to insure such arrangements are made on an independent, objective and price competitive basis. Existing vendors and consultants will be asked to bid every 2nd year for future business.

Complimentary Registration

The following individuals will have complimentary EATA Annual Meeting and Clinical Symposium Registration:

1. EATA Executive Board and significant other, including Officer-elects
2. PE Personal Assistant
3. All EATA Committee Chairs
4. Registration Committee members (total of 3)
5. Pinky Newell Address presenter and significant other
6. Moderators (4)
7. Each Presenter, including student program
8. NATA Executive Director, NATA Associate Director, NATA Residence, NATA President, and NATA District Directors
9. BOC President and Executive Director
10. CAATE President and Executive Director
11. NATA Foundation President and Director
12. Research Committee sub chairs (total of 4)
13. Moyer Award Recipient and significant other
14. NATA Hall of Fame members
15. EATA members with NATA Retired status

16. Scholarship recipients
17. Award recipients, including Student Program
18. Student delegation members
19. Quiz Bowl (total of 2)
20. BOC Compliance Coordinator
21. 49 Club (year of induction)

All complimentary registration recipients must register online and check off “complimentary”. The Registration Chair will match them to the list provided by the President-Elect. Significant others are not included unless specifically noted above.

Complimentary Banquet Tickets

The following individuals will be offered additional complimentary Banquet Tickets. Additional tickets can be purchased “at cost” for the meal.

1. All award winners +1 (Including '49 Club)
2. All Scholarship winners +2

Hotel Expenses

Hotel expenses include room, taxes & parking for the number of nights noted. Room night allocations can be adjusted by the President as necessary.

- | | |
|--|---------------|
| 1. EATA Executive Board and significant others | 4 nights each |
| 2. Incoming EATA Board members | 4 nights each |
| 3. PE Personal Assistant | 4 nights |
| 4. Exhibit Chair | 2 nights |
| 5. Info Center Chair | 3 nights |
| 6. Public Relations Chair | 1 night |
| 7. Registration Committee Chair and members (3 people) | 4 nights each |
| 8. Research Chair | 2 nights |
| 9. Research Sub-Committee Chairs (4 people) | 1 night each |
| 10. David G. Moyer Award Recipient and significant other | 1 night |
| 11. Pinky Newell Address Recipient and significant other | 1 night |
| 12. Francis J. George Scholarship Award Winner | 1 night |
| 13. Nominations/Elections | 1 night |
| 14. Awards Chair | 1 night |
| 15. Scholarship Chair | 1 night |
| 16. Site Selection Chair | 1 night |
| 17. Student Delegation (7 rooms?) | 3 nights each |
| 18. David G. Moyer Committee Chair | 1 night |
| 19. Technology Committee Chair | 3 nights |
| 20. Moderators (minimum 2 days of service) | 3 nights each |
| 21. Sponsorship Chair | 1 night |

22. EATA Research Grant Winner/Presenter	1 night
23. Past NATA Presidents from EATA	2 nights
24. Quiz Bowl Chair and 1 member (2 people)	1 night each
25. Current year Award Recipients	1 night each
26. BOC Compliance Coordinators (2 people)	1 night each

Expense Reimbursement Policy

1. All travelers utilizing EATA funds for their travel must follow the procedures listed below. The Treasurer, in conjunction with the President, can make adjustments to these items as necessary if in the best interest of the Association.
2. All expenses for travel must be approved in advance by the Treasurer and/or President. Failure to follow this policy may result in the individual being responsible for the expenses.
3. Individuals representing EATA should exercise discretion when incurring expenses. The least expensive, most efficient mode of travel should be used. Only "coach" airfare will be reimbursed.
4. Rental cars can/should be utilized if less expensive than personal auto use. Gas receipts are required.
5. All mileage will be reimbursed at the current IRS rate. Reimbursement requests must be made within 30 days of the actual travel with the appropriate receipts.
6. If requested through the EB, a traveler or member of the EB who has more than 4 hours of driving time, the Association will reimburse the member for accommodations the night prior to and night after the meeting so as to break up the driving time.
7. If flight reservations are such that it is less expensive for a member of the EB to stay another night, the Association will reimburse the member for an extra night's accommodations, and strongly encourage each EB member to consider this when making travel arrangements. Expenses presented for reimbursement must be supported by original receipts. Photocopies are not acceptable for IRS and audit purposes.
8. Unless otherwise specified, EATA will reimburse the member for the member's expenses only. (Please do not submit expenses for family members and/or other persons not eligible for EATA reimbursement.) Also, please note, for meal expenses that include others, who was included and why (e.g., committee luncheon or meeting).
9. Expenses for meetings that are not held at the Annual Meeting are normally paid for by EATA (if budgeted). Committee Chairs must obtain approval from the Treasurer prior to incurring expenses for committee meetings or other needs. Committee chairs should notify all committee members whether or not expenses will be covered. EATA will only reimburse those expenses covered in the Expense Reimbursement Policy for budgeted meetings.
10. EATA will reimburse either the individual or the individual's institution, but not both, for any expenses. No individual should attempt to receive a reimbursement from the EATA if another entity will be providing the reimbursement.
11. Expense reimbursement requests must be submitted to the EATA within 30 days of completion of the trip/activity. Members attending committee or liaison meetings must

submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.

12. Transportation reimbursement is acceptable for the chairs of exhibits, info, registration and assist, research, workshops, Moyer, Pinky Newell, student delegation, EATA presenter, Moyer Award winner, technology chair, moderators (4), incoming officers, quiz bowl, quiz bowl facilitator, all award winners, and exhibits.

Meal Provisions

Meals are provided on site-as a function of the meeting to those individuals that are required to attend the meeting and assume a significant role in coordination of the meeting.

Honorariums

1. Each individual lecture (one hour or less) receives a total honorarium of \$250. Multiple presenters for one lecture slot will be provided a proportionate amount of the \$250 as determined by the presenters.
2. Each workshop is worth \$150/hour. Multiple presenters will be paid a proportionate amount of the \$150/rate as determined by the presenters.
3. Online only presenters are given an honorarium of \$150.
4. Each Moderator is given a gift in honor of service.
5. The EATA will pay for the expenses incurred by the Pinky Newell presenter unless it is sponsored.
6. The Pinky Newell presenter will be provided with a speaker's honorarium.
7. NATA related speaker/workshop presenters and the EATA Grant Presenter are not presented with an honorarium.
8. The Marjorie A. King Research to Reality presenter is presented with an honorarium.
9. All speakers should be provided with a speaker gift.

Summary of EATA, District One, and District Two Expenditures

District One:

Scholarships see chart below

Corporate sponsored exhibit booths

Catering:

- District One Exec meeting
- District One Business meeting
- \$1,000 for Collins Reception

District Two:

Scholarships see chart below

Corporate sponsored exhibit booths

Catering:

- District Two Exec meeting
- District Two Business meeting
- \$1,000 for Collins Reception

EATA:

Catering:

- Welcome Dinner
- Post Conference Dinner

AV:

- Pay for all audiovisual equipment at EATA meetings for EATA, District One, and District Two business meetings.

EATA:

Speakers

- Main and Student Program Presentations - \$250 Honorarium
- Pinky Newell Presentation - \$250 (pending sponsorships)
- Workshop Presentations - \$150/hr Honorarium
- Online only presenters are given an honorarium of \$150.
- Workshops that are 1.5-2 hours will receive one (1) complimentary registration; Workshops of 2+ 4 hours will receive two (2) complimentary registrations; Workshops over 4 hours will receive three (3) complimentary registrations.
- Pays for all registrations for EATA speakers

Award Winners

- Complimentary registration for winner and guest
- Two (2) tickets to the Awards Banquet
- At least one (1) night's lodging, and parking, if applicable
- Round trip transportation

Scholarships – see chart

- EATA will reserve 1 hotel room for each undergraduate scholarship winner (students must register with the hotel as well).
- EATA pays for all scholarship winner registrations.

EATA Officers

- Pays for registration for the Annual Meeting of the EATA EB members (and incoming members).
- Pays for all hotel rooms for EATA EB members (and incoming members) at the EATA Annual Meeting.
- Pay for all EATA EB hotel rooms and travel at EATA Exec meetings.

NATA

- Pays NATA Foundation Booth Fees.

States

- Pays for State Organization’s Booth Set-up fees **excluding electric**
- Pays for State Organization’s Microphone/Speakers set-up (if needed) for their state meetings

Scholarship & Research Chart:

Scholarship	Amount	Paid By
Joe Abraham Award District One	\$3000.00	District One \$2,500 EATA \$500
Joseph Abraham Award District Two	\$3000.00	District Two \$2,500 EATA \$500
Paula Turocy Scholarship	\$3000.00	EATA
Marcia Anderson Scholarship	\$3000.00	EATA
Carl Krein District One Scholarship	\$3000.00	District One \$2,500 EATA \$500
Kent Scriber District Two Scholarship	\$3000.00	District Two \$2,500 EATA \$500
Kerkor “Koko” Kassabian District One Scholarship	\$3000.00	District One \$1500.00 EATA \$1500.00
Charles Thompson District Two Scholarship	\$3000.00	District Two \$1500.00 EATA \$1500.00
EATA Rachel Oats Memorial Scholarship	\$3000.00	\$3,000.00 Split equally between District One, District Two, & EATA
Wes Jordan Henry Schein Scholarship	\$3000.00	EATA \$3000
Paul Grace Scholarship	\$3000.00	EATA \$3000.00
Francis J. George Scholarship	\$5000.00	District One \$1,500.00 District Two \$1,500.00 EATA \$2,000.00
EATA Research Grant	\$10,000.00	EATA \$10,000.00
Research Poster Undergraduate	\$200.00	EATA \$200.00
Research Poster Graduate	\$200.00	EATA \$200.00
Research Oral Presentation Undergraduate	\$200.00	EATA \$200.00
Research Oral Presentation Graduate	\$200.00	EATA \$200.00

ADDENDUMS

EATA Policy on Condolences
EATA Scholarship Application Information
EATA Sponsorship Program
President-Elect and Program Sub-Committee Preparation Meeting Calendar
Moderator Guidelines
Quiz Bowl Rules and Regulations
Excellence in Leadership Award Nomination Form
Excellence in the Secondary School Nomination Form
David G. Moyer Criteria and Nomination Process
Committee Chair Commitment Letter

EATA Policy on Condolences

The EATA is supportive of its officers, committee chairs and members as well as its general membership. In times of personal tragedy, the EATA Executive Board would like to express its sympathy and support.

While it is not practical to express sympathy and support in the identical fashion for every member of the EATA, the Executive Board feels that the following is appropriate. Item(s) will be decided on by the EATA President to be sent on behalf of the Executive Board.

1. Current EATA Executive Board Members
 - a. Individuals that fulfill the criteria include member, significant other, immediate family including parent(s).
2. Current EATA committee chair
 - a. Individuals that meet this criteria include the member only
 - b. Item to be decided by EATA President to be sent on behalf of the Executive Board.
3. Current EATA committee member
 - a. Individuals that meet the criteria include the member only.
 - b. Item to be decided by EATA President to be sent on behalf of the Executive Board.
4. Former EATA Executive Board
 - a. Individuals that meet the criteria include the member only.
 - b. Item to be decided by EATA President to be sent on behalf of the Executive Board.
5. Any EATA member
 - a. In the event that any Executive Board member is notified of a personal tragedy or death of any EATA member, the EATA President shall send a card on behalf of the EATA Executive Board expressing sympathy to the family.

EATA Officer Nomination Questions

Name:

BOC Certification #:

NATA Member #:

NPI #:

NATA District:

Please limit each response to 300 words or fewer.

1. Why did you decide to make Athletic Training your career choice?
2. Why do you want to be the [insert EATA Officer position]?
3. What are your strengths that you will apply in the role as [insert EATA Officer position]?
4. How would you describe your leadership style and how will you apply that in your role as [insert EATA Officer position]?

EATA Annual Awards

List of Awards

- Pinky Newell Address
- David G Moyer
- Presidential Recognition Award
- EATA Excellence in Secondary School Athletic Training Award
- EATA Excellence in Leadership Award in Honor of Chuck and Frank Cramer
- Outgoing officers (list individually)
- Joe Blankowitsch (outgoing President)

Scholarships

- Joseph N Abraham – District One
- Joseph N Abraham – District Two
- Marcia Anderson Scholarship - District One
- Paula Turocy Scholarship - District Two
- Charles Thompson –District Two
- Kent Scriber – District Two
- Carl Krein – District One
- Koko Kassabian – District One
- Wes Jordan - District One or District Two
- Paul Grace - District One or District Two
- Rachael Oats Memorial Scholarship Award - District One or District Two
- Frank George - Doctoral student - District One or District Two

Research

- MAK Research to Reality
- Posters – UG & G
- Oral Communications – UG & G

Student Delegation

- Student Delegation Jeffrey "Stoney" Stone Service Award
- James Thornton Keynote
- Quiz Bowl Plaques – 1st, 2nd, 3rd for each District

Plaques are purchased from:

**Trophy King Parsippany
271 Parsippany Road
Parsippany, NJ 07054
973-952-0416, Fax 0419
www.trophyking.net
online@trophyking.net
Contact – Jim**

Francis J. George Scholarship Application



Application
For
THE FRANCIS J. GEORGE SCHOLARSHIP AWARD

This application and supporting documentation must be received no later than October 1st for the following January EATA Annual Meeting. ALL materials should be EMAILED to the EATA Past President at past-president@goeata.org

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED OR EVALUATED

Criteria for Application:

1. To be eligible for consideration an applicant shall:
 - a. Have been a member of the EATA for at least one year prior to the application filing deadline of October 1st.
 - b. Be an NATA member in good standing at the time of application and award.
 - c. Have a valid NPI number.
 - d. Have completed one full semester of doctoral studies at time of application.
 - e. Have an overall minimum cumulative grade point average of 3.2 (based on a maximum of 4.0) by the time of application from all graduate coursework completed.
 - f. Have performed with distinction as a member of the athletic training program and in his/her program of study.
 - g. Have the intention of pursuing the profession of athletic training as the means of livelihood.
 - h. Have conducted themselves both on and off the field in a manner which has brought credit to themselves, the institution, the practice of athletic training and the ideals and objectives of American higher education.
2. After satisfying the above requirements, consideration shall be given to the applicant's participation in activities other than academic and athletic training, in which they have had the opportunity to demonstrate qualities of leadership and to serve as an example to fellow students.

APPLICATION INSTRUCTIONS

1. Nominations shall be restricted to students who have been EATA members for at least one year prior to the filing deadline of October 1st.
2. There are three (3) sections of the Award Application to be completed:
 - a. Online Application to be completed by the Candidate.
 - i. Demographic Information/Questionnaire
 - ii. Candidate's Essay
 - iii. Release of Information
 - iv. Transcripts from all Doctoral Level Coursework
 - b. Nominating Athletic Trainer Letter of Recommendation (completed via link)
 - c. Academic Institution Representative Form (completed via link)
3. Candidates are responsible for the completion of all sections of the application by October 1st.

QUESTIONS CONTACT:

past-president@goeata.org

EATA Sponsorship Program

The Eastern Athletic Trainers' Association is currently soliciting sponsors for our Annual Meeting and Clinical Symposium. Sponsorship will provide the association with a better avenue to maintain the EATA's three primary objectives:

- To serve as the District Meeting organizers for District One and 2 of the NATA.
- To provide scholarship opportunities for athletic training undergraduate and graduate student members.
- To provide research opportunities and dissemination of research material for and to the members.

General Presentation / Workshop Sponsor (fee yet to be determined):

1. Banner hung in the general presentation area.
2. Listed as conference sponsor on display board in registration area for the length of conference.
3. Business information will be in the sponsors section of the conference Compendium.
4. Opportunity to distribute lecture materials and promotional information prior to the sponsored presentation.
5. Moderator of the lecture will promote your business during the introduction and closing of the sponsored presentation.
6. Powerpoint slide promoting your business will be shown at beginning and conclusion of the sponsored presentation.
7. Opportunity to have your business listed on the EATA website.

Conference Compendium Sponsor (fee yet to be determined):

1. Recorded advertisement (auto play) at the beginning of the Conference Compendium.
2. Listed as a conference sponsor on display board in registration area for the length of the Annual Meeting.
3. Opportunity to distribute lecture materials and promotional information in registration packets.
4. Opportunity to have your business listed on the EATA website.

Registration Gift Sponsor (fee yet to be determined):

1. Business logo placed prominently alongside the EATA logo on the registration gift.
2. A banner in the registration area for the length of the Annual Meeting.
3. A sponsorship "Thank You" announced at the beginning of the EATA Business Meeting.
4. Opportunity to distribute lecture materials and promotional information in

- registration packets.
5. List business information in the Sponsors' Section of the Conference Compendium.
 6. Opportunity to have your business listed on the EATA website.

Awards Banquet Sponsor (fee yet to be determined):

1. A banner hung prominently in the Banquet Area.
2. A banner hung in the Registration Area for the length of the conference promoting your business as sponsor of the EATA Awards Banquet.
3. Powerpoint slides advertising your business during all lecture and workshops for the length of the Annual Meeting.
4. Listed as sponsor for the EATA Awards Banquet in the Sponsors' section of the Conference Compendium.
5. Opportunity to have your business listed on the EATA website.
6. Logo in banquet program.

President-Elect and Program Sub-Committee Meeting Preparation Calendar

Mid/late January – Writes and sends “call for proposals” letter announcing proposal submission

March 31 – Proposals due

April 1

- Organize submissions into 3 categories (lectures, workshops, student program)
- Send lecture and workshop proposals to the BOC Compliance Committee Chair.
- Send lecture and workshop proposals to moderators for scoring
- Send student program proposals to Student Delegate Chair and delegate advisor(s)

May 1

- Scored proposals due
- Select lectures and workshops for conference

May

- Work with Contract rep (Kim Lyons) to get Hotel contracts
- Begin conference schedule set-up with Hotel contact
- Create Excel spreadsheet with conference schedule
- Create and sends moderator schedule spreadsheet to moderators for their review

June Board Meeting

- Present conference schedule to Executive Board for final approval
- Get Research to Reality speaker name and contact info from Research Committee

June 15

- Send contracts to all lecture and workshop presenters
- Send proposal form to Research to Reality speaker with July 15 due date

July

- Send contract to Research to Reality speaker
- Create Word document for conference agenda
- Create Word document for speaker bios
- Create an Excel spreadsheet to calculate total CEUs
- Create an Excel spreadsheet to calculate speaker honoraria

August 1

- Agenda and speaker bios due to Webmaster
- CEU spreadsheet due to BOC Committee
- Speaker honoraria spreadsheet due to EATA Executive Board
- Create Excel spreadsheet with speaker info (travel arrival/departure dates, honoraria, hotel room accommodations)
- Write welcome letter for conference website

- Review conference website

August 18 – Speaker contracts due

September

- Send EATA conference advertisement to Social Media Chair
- Contact hotel re: AV vendors that they recommend
- Contact BAV to get AV estimate
- Choose AV company

October 1 – Send speaker honorarium spreadsheet to Treasurer

November

- Create and forward conference assessment survey questions to the webmaster
- Choose printer for room signage posters
- Create pdf documents for room signage posters
- Get poster content from '49 Club Committee and Sponsors Chair
- Secure easels for room signage posters
- Choose and purchase speaker and attendee gifts

Note: All packages that need to go to the conference EATA office should have the following with a shipping tag labeled “Show Management Material EATA Office Room...”

December – Send room signage poster PDFs to printer

January (post conference) – send thank you letters, with CEU credit, to speakers

BOC Compliance Chair (cc Program Chair on all correspondence with BOC)

- April 1 – Review all lecture and workshop proposals for potential CEUs
- August – Review CEU totals
- September/October – Send CEU application to BOC

Moderators

- April 1 – Begin proposals scoring
- May 1 – Scored proposals due to Program Chair
- May – Review moderator schedule
- January – Moderate lectures and workshops

Student Delegate Chair (cc Program Chair on all correspondence that relates to conference)

- April 1 – Send Student Program proposals to Student Program Chair

Student Program Chair (cc Program Chair on all correspondence that relates to conference)

- April 1 – Forward Student Program proposals to all Student Delegates for review and selection
- May 1 – Scored proposals due to Program Chair
- June 1

- Create Word document for Student Program agenda
- Create Word document of speaker bios
- Send agenda and bios to Program Chair
- June 15 – Send contracts to all Student Program speakers (cc's Program Chair)
- September 1 – Speaker contracts due to Student Program Chair and Program Chair

Webmaster (cc Program Chair on all correspondence that relates to conference)

- Mid/late January – Email EATA membership proposal submission announcement
- August 1
 - Review agenda and speaker bios
 - Prepare agenda and speaker bios for conference website
- September 1 – Open conference registration

Registration Chair (cc Program Chair on all correspondence that relates to conference)

- July – Determine registration fees

Sponsorship (cc Program Chair on all correspondence that relates to conference)

- Communicate with Program Chair on conference sponsors

Exhibits (cc Program Chair on all correspondence that relates to conference)

- Communicate with Program Chair on conference exhibitors
- Send Program Chair a copy of the Decorator contract

Contracts (Kim Lyons – ConferenceDirect)

- May – Send Hotel contacts info to Program Chair

Hotel contact

- May – Help Program Chair selecting rooms for all meetings

Public Relations Chair

- September – Share EATA conference advertisement with members of the Public Relations Committee for posting on various media

Past President (Room reservations)

- December 1 – Send the hotel speaker room accommodation info to hotel

Program Chair Assistant

- December – Review conference agenda
- January
 - Oversee the EATA office during the conference
 - Ensure that speakers honoraria and gifts are given to moderators
 - Ensure lecture, workshop and meeting signage are outside each meeting space

Information Center Chair

- Collect info and create powerpoint
- Take award recipient photos

Moderator Guidelines

EATA MODERATOR Guidelines

The moderator's main tasks are to review proposals for speakers (this takes place in March) and to introduce the speakers on the day of the events.

For each lecture:

1. Before the lecture begins, the moderator introduces her/himself to the presenter.
2. Make sure the speaker has given her/his power point to the AV personnel.
3. Remind the speaker that they should try to finish their presentation in 10 min before the official end time so that there is time at the end for questions.
4. The moderator is responsible for helping the speaker be on time by sitting in a place where the speaker can see the moderator so that a warning sign can be discreetly given when the end of the presentation is nearing; the moderator will give 10 min, 5 min. and 1 min. warnings.
5. Ask the presenter if s/he would be willing to answer questions outside the meeting room if there is no time at the conclusion of the presentation for questions.
6. For lectures, the moderator will stay the entire time.

At the precise time that the lecture/workshop is scheduled to begin the moderator goes to the podium and reads the following:

Welcome to Lecture # _____. Please be sure to silence your cell phone. Don't forget to download the EATA conference app so that you have easy access to the conference schedule and events. During the presentation, please send your questions to me via the app. I will read as many questions as time permits. Today's speaker is _____ (read the provided Speaker Bio). Welcome _____.

If there is time at the end of the presentation, the speaker may field questions. The moderator's role is to read the question into the microphone. Once the question has been answered, read a second question. Continue this process until the session time is up.

At the conclusion of the presentation read the following:

Thank you _____. Please accept this gift to show our appreciation for your willingness to share your expertise.

For each workshop:

1. Before the workshop begins, the moderator introduces her/himself to the presenter.
2. If the speaker needs AV, assist the speaker with setting up her/his laptop to the projector.
3. Remind her/him that they should try to finish their presentation in 10 min before the official end time so that there is time at the end for questions.
4. The moderator is responsible for helping the speaker be on time by sitting in a place where the speaker can see the moderator so that a warning sign can be discreetly

- given when the end of the presentation is nearing; the moderator will give 10 min, 5 min. and 1 min. warnings.
5. Ask the presenter if s/he would be willing to answer questions at the conclusion of the workshop as well as outside the meeting room if there is no time at the conclusion of the presentation for questions.
 6. The moderator may be assigned to another session before the workshop is over. If that is the case, the moderator's role will be to check-in the attendees, introduce the speaker (see below), give the speaker the speaker gift, and tell the attendees that the speaker will take questions at the end of the workshop.

At the precise time that the lecture/workshop is scheduled to begin the moderator goes to the podium and reads the following:

Welcome to Workshop # _____. Please be sure to silence your cell phone. Don't forget to download the EATA conference app so that you have easy access to the conference schedule and events. During the presentation, please send your questions to me via the app. I will read as many questions as time permits. Today's speaker is _____ (read the provided Speaker Bio). Welcome _____.

If the moderator stays until the end of the workshop and there is time at the end for questions, field questions from the attendees. The moderator's role is to repeat the attendee's question loudly so everyone in the room can hear it. Allow the speaker to answer the question. Continue this process until the session time is up.

If the moderator stays until the end of the workshop, read the following:

Thank you _____. Please accept this gift to show our appreciation for your willingness to share your expertise.

Other important information:

Moderators should be professionally attired.

Moderators receive comp registration and 2-nights hotel. Breakfast and lunch will be available in the Hospitality Room.

Moderator term limits will be for 1 year, renewable 3 times for up to 4 years beginning with the 2021 conference.

Quiz Bowl Rules and Regulations

Eastern Athletic Trainers' Association (EATA) Quiz Bowl Competition Rules and Regulations

Each Athletic Training Program within the Eastern Athletic Trainers' Association (EATA) can nominate ONE athletic training student to participate in the EATA Quiz Bowl. The responsibility for selecting the school's student representative will be placed on the Athletic Training Program Director and Program Faculty. To register for the event, Program Directors and Faculty should choose the student (i.e. consider an alternate in case the first student cannot attend) and register for the EATA Conference.

Participants must be a member of the National Athletic Trainers' Association (NATA), have an NPI #, and be registered for the EATA.

For a student to be eligible for the EATA Quiz Bowl the participant must be non-certified from a CAATE recognized professional undergraduate or graduate program, and be a member of the NATA at the time of the EATA as well as the NATA Quiz Bowls.

The EATA Quiz Bowl will use a modified *Jeopardy-style* format similar to that used during the NATA Quiz Bowl. There will be two separate district Quiz Bowls, one for each of the two districts within EATA. Each of the District Quiz Bowls will be one round of 36 multiple choice questions and a Final *Jeopardy* question. Questions will be read to all participants at the same time and each participant will use their own smartphone device connected to Kahoot through the Wifi to record their answer within a predetermined time frame. The students will compete against athletic training students from the other accredited programs in their respective NATA District only. Students will compete at the same time and get points for correct answers; however, the point value for each question decreases as the timer decreases. No deduction of points occurs for incorrect answers.

At the conclusion of the round of questions, ONLY the students whose scores are in the top 50% will compete in final jeopardy. The remaining participants will then be dismissed from the competition and asked to leave the stage.

Should there be any discrepancies, a panel of judges would determine the outcome. The top three participants (plus one optional alternate) in each Quiz Bowl will become a team to represent their district (Districts 1 or 2) for the NATA Quiz Bowl at the NATA in June.

To be eligible to compete at the NATA Quiz Bowl each school representative must be a non-certified undergraduate or graduate student from a professional athletic training education program and be a member of the NATA. Recent (spring/summer semester) graduates who have just passed the BOC exam ARE eligible to compete. During the NATA Quiz Bowl, the same three participants must participate in all rounds of

competition. Team members must be registered for the NATA Annual Meeting in order to compete in the NATA Quiz Bowl.

Competition Guidelines:

Any student or member of the committee involved in any aspect of preparation or implementation of the EATA or NATA Quiz Bowl is ineligible to compete or coach and is not allowed to discuss the questions or answers with students outside of the planning committee.

Software and Setup:

- Participants will be placed at tables facing a screen.
- Participants will need to have a fully charged smartphone device.
- Judges will be placed at a separate table placed in front of the participant tables.
- The software being used is Kahoot online.

Rules for Competition:

- Questions will be in a modified Jeopardy format (36 multiple choice questions, 1 final jeopardy question), with each participant able to answer each question using their smartphone on Kahoot.
- Each round will consist of 30 questions from six (6) categories. Categories will be derived from the Content Areas identified in the CAATE Educational Competencies, the BOC Practice Analysis, and include history questions about the profession.
- All questions for each category will be different.
- Point values will be 1,000 points each for the first 30 questions; the last 6 questions will be worth 2,000 points each and will represent each of the previous 6 categories.
- You will use your phone to answer questions through Kahoot
- You will have 10 seconds to answer the question
- The Emcee will read the question in its entirety before the timer starts
- You will get points for correct answers; however, the point value for each question decreases as the timer decreases
- You will not get points deducted for answering a question incorrectly
- Answers CANNOT be changed once selected
- After the timer has expired participants will not be able to answer
- The Emcee will read the correct answer following the expiration of the timer as well as which participant is in the lead
- After the round of 36 multiple choice questions, there will be a single final jeopardy question
- Only the top 50% of scorers from the round of questions will participate; the remaining participants will be dismissed from the competition and asked to leave the stage.
- You will be given a wagering card and Sharpie to record your wager for final jeopardy
- The final jeopardy category will be revealed prior to the submission of wagers

- The wagers will be collected and entered into the system (this will take a few minutes)
- The final jeopardy question will then be revealed.
- Final Jeopardy will consist of a question that the participants will respond to with a written answer.
- You will be given a blank piece of paper and will have 60 seconds to write down your answer (please write legibly and in large letters)
- The emcee will call on each participant to reveal their answer
- The judges will determine if your answer is correct
- We will have several questions on hand in the event there is still a tie after the first or second questions.
- Attire: All student team members must represent their district and athletic training program in a professional manner. Required attire is business casual.

Eastern Athletic Trainers' Association (EATA) Frequently Asked Questions (FAQs)

What is the EATA Quiz Bowl?

The EATA Quiz Bowl is a *Jeopardy* style competition for National Athletic Trainers' Association (NATA) members with representatives from CAATE ATP students competing for a District Quiz Bowl trophy and to represent their NATA District at the NATA Quiz Bowl.

When will the EATA Quiz Bowl take place?

The EATA Quiz Bowl will take place each year at the EATA Annual Meeting, typically on Friday evening.

Where?

At the EATA Annual Meeting.

How many students can compete?

ONE student from each CAATE Athletic Training Program.

How many people are on each team?

ONE, to allow for multiple schools to represent their district at the NATA Quiz Bowl.

How are students selected?

Program directors and program faculty determine their own criteria for selection.

Who is the Quiz Bowl Chair?

Brett Winston

Are there any special requirements for students to participate?

Students must meet the following criteria:

- Non-certified students or recent (spring/summer semester) graduates who have just passed the BOC exam
- Current NATA members
- Have an NPI number
- Registered for the EATA annual meeting.

What is the format of the competition?

- Each District will have a one round game following a *Jeopardy* style format
- Each round will feature 6 categories and have a total of 30 questions
- There will be a final *Jeopardy* consisting of one question that must be answered in writing (**only the top 50% of scorers from the questions round will participate**)

Is there an EATA Quiz Bowl rule book?

Yes. Check out the *EATA Rules & Regulations* link at www.goata.org

EATA Quiz Bowl Staging

- One or two large screens will display the questions for the participants and the audience.
- All participants will be seated at tables facing a screen.
- All participants will compete at the same time.
- The judges will face the teams with their backs to the audience.

What software will be used for the competition?

Turning Point - an audience response system, also known as a Student Response System (SRS), which will allow contestants to participate in the EATA Quiz Bowl by submitting responses to interactive questions using a hand held wireless keypad device (ResponseCard®).

For more information, contact any member of the EATA Quiz Bowl planning team.

Where will the questions come from?

Categories will be derived from:

- The Content Areas identified in the Athletic Training Competencies,
- The 5th Edition of the Board of Certification's Role Delineation Study Guide and Practice Analysis
- History questions about the profession.

What should students study?

Everything covered by the Athletic Training Competencies, i.e., 12 domains, plus NATA / EATA history.

What reference texts will be used?

The Board of Certification Exam References as listed at <http://www.bocatc.org>. Please note that a specific "edition" of each reference is not included in this list for the purpose of simplification. During the exam development process, the BOC uses the most current edition of a reference when constructing items.

What are the prizes?

District One winner: **Joe Altott Bowl** - This is a traveling trophy on which the first place finisher's name will be displayed. The top three participants will additionally be given plaques. District One has additionally assisted with student costs associated with the expenses of the NATA symposium for the top three finishers of the district.

District Two winner: **Michael Goldenberg Bowl** - This is a traveling trophy on which the first place finisher's name will be displayed. The top three participants will additionally be

given plaques. District Two has additionally assisted with student costs associated with the expenses of the NATA symposium for the top three finishers of the district.

Additionally, the NATA will also waive the NATA symposium registration fee for the top three finishers. Finally, the district representatives will be given several parting gifts and the possibility to win money for their respective schools from the NATA.

Is there a dress code for team members?

Yes. All student team members must represent their district and athletic training program in a professional manner. Required attire is business casual.

Excellence in Leadership Award Nomination Form

This award was developed by Cramer Products in 1966 to provide a method for the Eastern Athletic Trainers' Association to honor those members who have provided excellent leadership in serving the EATA and in doing so, advanced the profession of Athletic Training.

PLAQUE INSCRIPTION: "To the Athletic Trainer who, through leadership and excellence, has contributed most significantly to the advancement of the Athletic Training profession."

Nominees should meet the following list of criteria:

1. Current member, in good standing, of the National Athletic Trainers Association.
2. Must have a valid NPI number.
3. Currently BOC Certified or Certified-Retired Status and in good standing.
4. Ten years EATA membership.
5. Provided service to EATA on a committee, as a committee chair or held an EATA office for a minimum of 3 years
6. Has served as a speaker or presenter (workshop, research abstract) at an annual EATA meeting.
7. Demonstrates a history of special organizational efforts on behalf of the EATA.
8. Has greatly enhanced the profession of athletic training in District One or Two, and/ or has served the National Athletic Trainers' Association or any of its entities.
9. Has not previously received this award.

Nominations Close September 15th

Excellence in the Secondary School Award Nomination Form

Henry Schein (formerly Micro-Bio Medics), an athletic training supply company, will present an award each year at the annual Eastern Athletic Trainers' Association. In selecting the certified athletic trainer, it should be remembered that he/she should be a person who has made an *outstanding contribution* to the profession on the **secondary or prep school level**.

The following list of criteria will be the basis for the selection, of which 50% or more must be met in order to receive this award:

1. Current member of the EATA.
2. Must have a valid NPI number.
3. Current BOC certified and in good standing.
4. Recognized excellence in the field of Athletic Training.
5. Outstanding service to the EATA, NATA, or state organization.
6. Outstanding service to the Certified Athletic Trainer's place of professional employment.
7. Must have promoted the field of athletic training through speaking engagements, publications in professional journals or books, teaching innovations, actively participating in and evidence of, support of others in the field.
8. Have served on a committee or held office in EATA, NATA or state organization.
9. Community service.
10. Professional memberships (i.e. American College of Sports Medicine, American Physical Therapy Association, etc.).
11. Must demonstrate honesty, integrity, adaptability, tactfulness and friendliness when dealing with his/her fellow athletic trainers.
12. Has not previously received this award.

Nominations Close September 15th

David G. Moyer Award Criteria and Nomination Process

The David Moyer Award is presented to a team physician that has served the profession of Athletic Training as an educator and an advocate and has also served the community in which they live and work.

Criteria:

1. Years of service as a team physician (ten year minimum).
2. State/EATA/NATA activities such as speaking, offices held, liaison positions, and committee work.
3. Special event coverage as team physician such as all-star games, state games, Olympic games and other athletic events.
4. Education, research, and publications in the field of sports medicine and athletic training.
5. Charitable and community involvement.

Nomination Process:

Nominations shall be submitted by a certified or retired certified member of the EATA to the chairperson of the Dr. Moyer Award Committee. The nominating EATA member shall submit a letter of recommendation and the physician's vitae for review by the October 1st deadline.

Please forward nominations by **October 1st** to

Matthew Mills, MA, LAT, ATC
Assistant Professor
Clinical Education Coordinator
263 Alden St.
Springfield, MA 01109
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Committee Chair Commitment to Serve

Recognizing the important responsibility I am undertaking in serving as an EATA committee chair, I hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role. I acknowledge my leadership of this committee is important to support EATA's strategic plan. I understand that I am accepting a two-year commitment to service, which requires my leadership at in-person and online meetings and on all conference calls. I also understand my commitment will be evaluated annually. This evaluation will help determine if I will be invited to serve an additional term with my committee.

My Role

I acknowledge that my role is to:

- Uphold and help fulfill EATA's mission by suggesting and developing committee projects that align with the association's bylaws, policies and procedures and strategic plan.
- Lead my committee in carrying out the functions assigned to it by the EATA Executive Board.
- Remain up-to-date on events and circumstances affecting the committee and those it serves.

My Commitment

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

I pledge to:

1. Define and communicate clear goals for the committee and set a plan for achieving those goals.
2. Plan for and lead regular online meetings, conference calls and the annual in-person meeting in conjunction with the EATA Annual Conference. Communicate regularly with my members, and the Board liaison.
3. Distribute agenda and support materials for all meetings at least two weeks in advance.
4. Lead the discussions at scheduled meetings, having read the agenda and all background support materials relevant to the meeting. Display and promote open communication and courteous conduct at all meetings.
5. Openly debate issues with respect and rapport without making personal attacks.
6. Promote what is best for the entire committee and for the profession, not my personal agenda.

7. Serve as the tie-breaking vote when the committee is divided in its decision.
8. Submit reports three times annually (March 1, May 1, and November 1) for the Executive Board to review (plus additional reports if requested, detailing committee activities including, but not limited to, committee activities, goals, and budget requests)
9. Participate in the annual Volunteer Experience survey and Committee Member Evaluation process.
10. Follow the timeline and procedure for the annual committee member appointment/renewal process.
11. Represent the EATA and my committee in a positive and supportive manner at all times.
12. Avoid conflicts of interest between my position as an EATA volunteer and my personal and professional life. When necessary, I shall declare a conflict of interest and abstain from both the discussion and voting of any matter in which I have a personal or business interest. A conflict of interest is defined as any social, professional or economic relationship with individuals or the matter at hand that could affect my judgment and result in an outcome that might not reflect the best interests of the EATA and/or my committee.
13. Support in a positive manner all actions taken by the committee and association, even when I disagree with such actions.

Intellectual Property

I agree that work and materials developed, created or written in my work for this committee shall be deemed work-for-hire under copyright, intellectual property, and other laws. EATA is granted sole and exclusive ownership of all such work. I waive all claims and/or so-called “moral rights” to the work and assign these rights to EATA. I also agree I will keep the committee’s work confidential when appropriate and will not disseminate or publicize decisions made or materials developed by the committee without approval.

_____ **Accept**

Yes, please sign me up for a two-year term. I agree to resign my position if I find I am unable to carry out my duties and acknowledge I may be removed from the committee if I do not maintain this commitment.

_____ **Decline**

No, I regret I am unable to serve in this capacity.

Please enter your full name and the date below

Name (please print): _____

Date: _____

Signature: _____

EATA President: _____