



**Alabama Athletic
Trainers' Association, Inc.
(ALATA)**

Policies and Procedures Manual

This Policy and Procedure Manual is designed to capture existing policies and procedures of ALATA, its Executive Council and organizational support groups in an effort to guide the membership in all ALATA related matters. Nothing in this document is intended to conflict with the current Constitution and By-Laws of ALATA. This manual is a living document that may be modified at any time by the ALATA Executive Council. As such, the published edition may not always contain the most recent changes or additions as approved by the ALATA Executive Council.

Approved by the ALATA Executive Council on

Alabama Athletic Trainers' Association, Inc. (ALATA)
Policies and Procedures Manual

I. Executive Council (EC) Officers

A. President

1. Duties:

- a.** Represent ALATA at all required NATA, Inc. and SEATA Executive Board meetings and functions.
- b.** If the President is unable to attend a specific meeting or required function, the President will immediately inform the Executive Council. The President will then appoint a representative from the Executive Council of ALATA to represent the Association on business matters for the appointed period of time or meeting.
- c.** Keeps the Executive Council informed of any and all NATA and SEATA business that may affect ALATA or its membership.
- d.** Serve at the will of the Executive Council for all ALATA functions and business matters as approved by the Executive Council.
- e.** Serve in accordance with applicable sections of the By-Laws, the *ALATA Policies and Procedures Manual*, the Articles of Incorporation and other official governance instruments of ALATA.
- f.** Serve as the official spokesperson for the Association.
- g.** Serve as the presiding officer at all business meetings of ALATA.
- h.** Responsible for organizing the annual ALATA Business Meeting and selects necessary members to aid him/her at this meeting and preside over the program.
- i.** Serve as ex-officio member of all ALATA committees.
- j.** Appoint committee, advisory group, project team chair and the parliamentarian with approval of the Executive Council.
- k.** Keep the State officers of ALATA informed about Association affairs.
- l.** Responsible for the approval of all financial business on behalf of ALATA.

B. Vice-President

1. Duties:

- a.** Serve in accordance with applicable sections of the By-Laws, the *ALATA Policies and Procedures Manual*, the Articles of Incorporation and other official governance instruments of the Association.
- b.** Assist the President in organizing the ALATA annual business meeting and Annual ALATA Clinical Symposia & Members' Meeting.
 - i.** Reviews and co-signs for EC approved expenses related to the meetings.
 - ii.** Responsible for approving any expenses related to the meetings within EC approved annual budget.
- c.** Serve as the official spokesperson for the Association in the absence of the President.
- d.** Serve as the presiding officer at all business meetings of ALATA in the absence of the President.
- e.** Serve as ex-officio member of all ALATA committees.

- f.** Records minutes of all Executive Council meetings in the absence of the Secretary.
- g.** Organizes, visits, and present appropriate information, to the EC, in regard to the location options for all ALATA Annual Clinical Symposia & Members' Meeting.
- h.** Coordinates the needs and activities of ALATA committees/individuals with respect to the Annual ALATA Clinical Symposia & Members' Meeting and can be delegated to an At-Large EC Member.
- i.** Carries out any additional duties as assigned by the President.

C. Secretary

1. Duties:

- a.** Will record the minutes of all ALATA, Inc. meetings and Executive Council meetings.
 - 1. Minutes are to be typed, emailed to EC members in a timely manner, brought as a report to the next EC meeting, and posted on alata.org after approval by vote of the EC.
 - 2. Is responsible for establishing electronic meetings of the EC upon request of the President (i.e. "GoToMeetings", conference calls, etc.).
- b.** Will serve as custodian of all records, books and papers belonging to ALATA, Inc. with the exception of the financial records.
 - 1. This includes maintaining CEU/registration records for all education events that ALATA conducts. (in conjunction with the Vice-President in regard to the Annual ALATA Clinical Symposia & Members' Meeting).
 - 2. Past and current minutes.
 - 3. Current Constitution, By-laws, and Policy and Procedures manual.
- c.** Will conduct official correspondence for ALATA, Inc. with other organizations and individuals, to include receiving reports of committees.
- d.** Work with the Treasurer on compilation and arrangement of ALATA quarterly newsletter, e-blasts, and website. Including delivery of information to the website coordinator.
- e.** Oversee posting and maintenance of all official ALATA social media accounts.
- f.** Provides information to the NATA News for publication with presidential approval.
- g.** Maintain a current and accurate official membership and mailing list and coordinate the renewal of ALATA, Inc. memberships.
 - 1. Membership lists from SEATA come by email from the SEATA Secretary quarterly.
This list is to be used to:
 - a. Determine eligibility to hold office, nominate, or vote in ALATA elections.
 - b. Compile eligible voter list to be sent the Secretary of ABAT for vote verification for ALATA elections.
 - c. To determine membership status for registration at ALATA annual business meeting.
(a most current list to be sent to the Treasurer and Vice President at the time of registration opening)
 - d. Inform the President regarding membership status as requested for appropriate projects/incidents.

h. Will send out notices of regular and special elections and/or meetings of ALATA, Inc. (see Election appendix, item 2, section C)

i. Provide the President with any proposed amendments to the Constitution and/or By-Laws to be discussed by the membership at the annual meeting.

j. Assist with the organization and oversight of ALATA's annual business meeting and clinical symposium, specifically registration and CEU maintenance.

k. Preside over the election(s) of members of the Alabama Board of Athletic Trainers at the annual business meeting in compliance with Alabama Athletic Trainers Licensure Act 34-40-3(B).

l. Attend and represent ALATA at SEATA, NATA, and BOC meetings as directed by the ALATA EC in the event the President, VP, or Treasurer cannot attend. Attendance as an official representative of ALATA, Inc. will be qualified expenses incurred for reimbursement according to ALATA reimbursement policy.

2. Election Appendix:

a. The election cycle is set forth by the By-Laws. EC member terms are 2 years. The current terms are to be listed and found on the alata.org website.

b. Election Period: 14-day window will be established to allow membership to vote on ALATA Elections. The ALATA Secretary will notify membership by written and/or electronic means the dates and times established for nominations.

b. Elections are usually announced during the May meeting, with a call for nominations via e-blast.

c. Nomination Period: A 14-day window will be established to allow membership to nominate candidate(s) for ALATA Executive Council positions.

1. The ALATA Secretary will notify membership by written and/or electronic means the dates and times establish for nominations.

2. Members may be nominated as outlined in By-Laws Article III-3.2.

c. As nominations are received, the verification of nominee eligibility (By-Laws 3.3). A nominee must be a current ALATA member in good standing continuously for two years. This can be vetted by checking the quarterly lists sent by the Secretary of SEATA or direct contact of the SEATA Secretary.

d. Contact the nominees to verify (1) eligibility, (2) willingness to serve, and (3) to obtain a short bio and photo that will be used on the ballot.

e. All nominee info is to be sent to the webmaster. The webmaster will compile the ballot and send to the membership via e-blast.

f. All vote totals will be sent to the webmaster and forwarded to the Executive Secretary of ABAT. The Executive Secretary will need an updated membership list which includes ONLY eligible voters (see By-Laws 1.3, a-g for voting privileges).

g. The ABAT Executive Secretary will determine the outcome of the election and forward the certified vote totals to the ALATA Secretary. If a run-off election is necessary, the webmaster will be notified by the ALATA Secretary of the two candidates and the election will proceed as previously mentioned.

- h.** The election results (winners) are to be announced in a timely manner to the membership by e-blast. Before the public announcement, each candidate should be sent a private email thanking them for participating and informing them of the results of the election by the President.
- i.** The Secretary will not release vote totals in these announcements. If a member asks for this information, the Secretary is to contact the EC before releasing that information.

D. Treasurer

1. Duties:

- a.** Receives and deposits all ALATA monies in the name of ALATA.
- b.** Payment of all ALATA expenditures in an approved annual budget (No vote/discussion from EC, but notification is required) and any expenditures outside of the budget must be submitted and approved by the EC (vote/discussion required).
- c.** Furnishes a detailed statement of the financial affairs of ALATA at the business meeting during the Annual ALATA Clinical Symposia & Members' Meeting.
- d.** Provide financial statement to any ALATA member upon request (with approval/discussion from EC prior to sending).
- e.** Is custodian of all financial records belonging to ALATA.
- f.** Collects ALATA dues and keeps the President informed of payment status.
- g.** Provides report along with state dues distribution to the Treasurer & President as to the respective dues payment status of that state's members.
- h.** Coordinates registration for all meetings and manages all related financial matters in conjunction with Vice President.
- i.** Prepares report and documentation which is sent annually to the ALATA accountant, if applicable, for review and their preparation of annual tax filing.

E. At Large Members – 3 Positions

- 1.** Duties will be determined by the President concerning present and future committees in which they will sit as the chair of those committees assigned by the President.
 - a.** Establish members of the committees assigned with approval of the EC.
 - b.** Report to the EC on said committees assigned.
 - c.** Other duties delegated by the President.

F. President Elect – see By-Laws 4.3 b

G. Parliamentarian – see By-Laws 4.3 g

II. Officers and State Presidents Elect of ALATA

B. Meeting Attendance and Expense Reimbursement – Refer to ALATA Reimbursement Guidelines

C. Participation in Conference Calls

- 1.** ALATA Presidents-Elect and Officers-Elect are invited to participate (on a non-voting basis) in the Executive Council conference calls prior to taking office. If they participate, ALATA pays the conference call cost.

III. Executive Council (EC) Meetings and Conference Calls

- A.** Executive Council meetings are generally held twice annually, once in conjunction with the Annual ALATA Clinical Symposia & Members' Meeting. The President may call for a special meeting of the Executive Council at other times as needed with the approval of four voting members of the board.
- B.** Conference calls are routinely scheduled for each month that the Executive Council does not meet. All board members including Officers-Elect and Presidents-Elect are consulted as to available times and dates for by the President or his/her designee in June and December for the following six months who then notifies the board of the scheduled calls. The President may cancel the regularly scheduled monthly conference call unless overridden by four voting members of the EC. The President may call for a special conference call at other times as needed at his/her discretion. A member of the EC may request a quorum (non-voting) conference call as needed.
- C.** Procedures - Unless otherwise provided to the contrary by a specific policy adopted by the Executive Council, *Roberts Rules of Order*, Revised, shall be followed in conducting the business of the EC.
- D.** Agenda - The President, in consultation with the EC, shall determine the agenda for the EC meetings. A tentative agenda and, to the extent possible, complete support materials from EC members, committee chairs, and the membership are forwarded to the Executive Council at least one week in advance of all meetings and conference calls. Further items may be forwarded as soon as they become available. Any item that was not included on the agenda forwarded to EC members prior to the meeting may, however, be considered with the approval of a majority of the members present. The omission of an item from the agenda shall not invalidate otherwise valid actions by the Executive Council.
- E.** Consent Agenda – The President may place items such as organization support group appointments, approval of previous meeting and conference call minutes, ratification of previous email votes by the EC, routine reports, and other items not seeming to need discussion on the consent agenda. Any consent agenda item may be pulled from the consent agenda by any EC member for separate action and discussion. All items remaining on the consent agenda may be approved as a whole by the EC with one action as per established procedure.
- F.** Membership Admission to Meetings - All official meetings of the Executive Council shall be open to the membership provided, however, that the EC may go into executive session at any time for discussion purposes when in the judgment of the President such executive session is deemed advisable when good name and character or pending litigation may be involved in such

discussions. Formal official action by the EC resulting from any discussions which were in executive session shall be taken by the EC in an open meeting and made a part of the official minutes, which shall be available for membership inspection upon request.

IV. Organization Support Groups and Liaisons

- A.** Executive Council: The Executive Council will consist of the President and the officers of: Vice-President, Secretary, Treasurer, and three (3) Non-Officers of which each will be nominated by and voted for election by the voting membership of ALATA and following the By-Laws set forth by ALATA.
- B.** Candidate Nomination
 - 1. A candidate must be nominated following the By Laws Article III – 3.2.
 - 2. No action will be taken by the ALATA Executive Council on recommendations for these appointments without the proper documentation.
- C.** ALATA Committee Policies
 - 1. An ALATA Committee is made of one chair and up to 5 representatives with consideration given to various geographical areas of the state.
 - 2. Terms for ALATA Committee chairs shall be two years. The chair may be reappointed with approval of the Executive Council. The president can recommend to the EC removal or resignation of a chair.
 - 3. All ALATA Committee members must be members of ALATA.
 - 4. Each ALATA Committee member serves a one year term and may be reappointed with approval of the Executive Council.
 - 5. ALATA Committee members fulfill the charge of the group under the direction of the committee chair. This involves attending meetings, participating in telephone conference calls, completing work assignments and remaining up-to-date on events and circumstances affecting the group.
 - 6. If an individual doesn't finish his/her full term, the chair can make a recommendation of a qualified ALATA member. The individual's name is given to President for approval.
 - 7. Each ALATA committee meets at least once a year, recommended during the Annual ALATA Clinical Symposium & Members Meeting. The chair may contact members through the year to review issues from the annual meeting and/or to monitor the progress of current projects. To call a committee meeting at the annual ALATA Clinical Symposium & Members Meeting the chair must give the Vice-President at least two weeks advance notice.
 - 8. All ALATA committee meetings are open to the membership. The chair shall have discretion to call for a closed session for confidential matters.
 - 9. An ALATA committee report should be given to the President and the EC before the annual ALATA Clinical Symposium & Members Meeting.
 - 10. Any projects that the organization support group elects to do must be presented to the ALATA Executive Board for approval prior to the organization support group executing the project. This project submission must be done in writing, outlining the

desired project, the necessary resources necessary for the project undertaking and completion (whether those needs be financial or manpower), and well-stated, defined goals for this project and its benefit to ALATA and/or its membership.

11. Organization support group members are required to keep their individual state informed of any work/issues being completed and are expected to provide a report at their respective state meeting for state based committees.

D. Liaisons: To improve communication between the various ALATA Committees and the ALATA Executive Council the President will appoint members of the Executive Council to serve as liaisons to all committees.

1. Duties as liaison to organization support groups

- a. Communicate regularly with committee members to stay up to date on projects and activities.
- b. Contact the chair before each Executive Council meeting to become fully informed about any agenda items for the committee.
- c. Present committee agenda items to the Executive Council, particularly when the chair cannot be present.
- d. Promptly notify the organization support group chair of any relevant Executive Council discussion or action.
- e. Handle matters related to the ALATA Committee as they arise.

E. ALATA Committee Structure and Organization

1. The following ALATA Committees have been established by the Executive Council. Other committees can be established at the discretion of the EC.
 - a. Clinical, Industrial, & Military Athletic Trainers Committee
 - b. Collegiate & Professional Athletic Trainers Committee
 - c. Governmental Affairs Committee
 - d. Hall of Fame Committee
 - e. Honors, Awards, & Scholarships Committee
 - f. Meetings & Events Oversight Committee
 - g. PR & Marketing Committee
 - h. Secondary School Athletic Trainers Committee
 - i. Student Advisory Council

F. ALATA Organizational Support Groups Listings and Descriptions

1. **Clinical, Industrial, & Military Athletic Trainers Committee**

Mission: The Collegiate & Professional Committee is dedicated to recognizing the unique concerns and responsibilities associated with the industrial, clinical, and military athletic training practice settings, and to developing and providing materials and information that may enhance the effectiveness and marketability of athletic trainers working in these settings.

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of industrial, clinical, and military athletic trainers; of which, one committee member from various areas of the state, and a dually appointed chair.

- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).
- 3) Purpose: To identify and address issues of concern to the athletic trainers in the industrial, clinical, and military settings.
- 4) Duties:
 - a. Recognize the unique concerns and responsibilities associated with industrial, clinical, and military athletic training practice settings.
 - b. Develop and provide programs and activities to enhance and promote the effectiveness of industrial, clinical, and military athletic trainers.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this P&P Manual.

2. Collegiate & Professional Athletic Trainers Committee

Mission: The Collegiate & Professional Committee is dedicated to recognizing the unique concerns and responsibilities associated with the college, university, and professional athletic training practice settings, and to developing and providing materials and information that may enhance the effectiveness and marketability of athletic trainers working in these settings.

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of collegiate and professional athletic trainers; of which, one committee member from various areas of the state, and a dually appointed chair.
- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).
- 3) Purpose: To identify and address issues of concern to the athletic trainers in the collegiate and professional settings.
- 4) Duties:
 - a. Recognize the unique concerns and responsibilities associated with collegiate and professional athletic training practice settings.
 - b. Develop and provide programs and activities to enhance and promote the effectiveness of collegiate and professional athletic trainers.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this P&P Manual.

3. Governmental Affairs Committee

Mission: To represent and oversee the Alabama Athletic Trainers' Association's governmental relations and regulatory efforts and advocated for regulation favorable to athletic training.

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of athletic trainers from various areas of the state; of which, one a dually appointed chair.
- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).
- 3) Purpose: Oversee the Association's governmental relations and regulatory efforts.
- 4) Duties:
 - a. Serve as clearinghouse to, and a coordinator and facilitator of, the members of the Alabama Athletic Trainers' Association (ALATA).
 - b. Provide information on the governmental affairs process to Association members and other whose business and professional interest bring them in contact with the profession of athletic training. Create or procure materials for this purpose.
 - c. Cooperate with federal, state, and local regulatory bodies in matters pertaining to the regulation of athletic trainers within the state of Alabama.
 - d. Provide advocacy for the benefit of the ALATA membership.
 - e. Organize and administer the annual Hit the Hill day event.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this P&P Manual.

4. Hall of Fame Committee

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of athletic trainers from various areas of the state; of which, one a dually appointed chair.
- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).
- 3) Purpose: Recognize and honor those members of our state who have serves and demonstrated outstanding service to ALATA and the profession of athletic training.
- 4) Duties:
 - a. Collect and review nominations for candidates; select nominees for admittance to the ALATA Hall of Fame.
 - b. Help with awards presentation and collection of such information as needed by the committee to make their decision.
 - c. Continue to review the nomination, selection, and awards process and make recommendations to the ALATA Executive Council.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this P&P Manual.

5. Honors, Awards, & Scholarships Committee

Mission: Develop, supervise, and administers the honors, awards, and scholarships process for the Alabama Athletic Trainers' Association (ALATA) programs.

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of athletic trainers from various areas of the state; of which, one a dually appointed chair.
- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).
- 3) Purpose: Oversee and administer the ALATA's honors, awards, and scholarships programs.
- 4) Duties:
 - a. Develop, supervise, and evaluate the ALATA honors, awards, and scholarships programs.
 - b. Establish nomination submission deadlines and nomination evaluation time schedules.
 - c. Provide information as needed to promote the creation of additional ALATA scholarships and/or additional funding for existing scholarships.
 - d. Make recommendations and maintain records for the application and selection processes.
 - e. Maintain records of past scholarship winners.
 - f. Follow-up as needed with the ALATA Treasurer to ensure that all expenses relative to the committee are handled.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this P&P Manual.

6. Meetings & Events Oversight Committee

Composition: This state-based committee shall be composed of the following committee's chairs and individuals: Honors, Awards, & Scholarships, Hall of Fame (bi-annually), and the Student Advisory Committee. In addition, the committee will have 1-2 individuals from the area of the meeting site that will serve as location manager

Co-Chair: The committee co-chairs shall be the ALATA Vice-President and ALATA Secretary.

The term of the co-chairs shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).

Purpose: To stage an educational sound, fiscally responsible, successful ALATA Annual Clinical Symposia and Members Meeting & other ALATA sponsored events.

Duties:

- a. Review past meetings and events.
- b. Help secure upcoming meeting location contracts a minimum of 6 months in advance of the meeting or event.
- c. Review expenditures from past meetings.
- d. Provide outstanding relevant educational programming.
- e. Order member gifts and items for purchase during the meetings or events.

- f. Acquire and confirm lecturers and speakers.
 - g. Set up bi-annual Hall of Fame reception.
 - h. Set up rooming blocks and contracts for meetings or events.
 - i. Set up catering for meetings and events.
 - j. Finalize all meeting plans.
 - k. Communicate all meetings or events information for approval by the Executive Council and dissemination of information to the membership a minimum of thirty days prior to the meetings or events.
- Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this P&P Manual.

7. **PR & Marketing Committee**

Mission: To promote and market the Alabama Athletic Trainers' Association and the profession of athletic training.

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of athletic trainers from various areas of the state; of which, one a dually appointed chair.
- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (See ALATA P&P Manual).
- 3) Purpose: Provide input and direction to the ALATA for the public relations program.
- 4) Duties:
 - a. Act as a resource to the ALATA Executive Council on public relations matters.
 - b. Investigate and recommend to the ALATA Executive Council public relations objectives and strategies.
 - c. When outside public relations counsel is authorized by the ALATA Executive Council, the committee conducts an agency review and selects a firm.
 - d. Direct NATA and SEATA public relations programs and campaigns in the state.
 - e. Serve as a public relations resource for ALATA members.
 - f. Develop and implement public relations programs to promote athletic training in the state.
 - g. Create materials to help ALATA members promote athletic training.
 - h. Educate ALATA members of their role in public relations and to work with other ALATA committees to meet their goals.
 - i. Promote and maintain the ALATA brand.
 - j. Maintain the ALATA website.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in section C of this manual.

8. Secondary School Athletic Trainers Committee

Mission: The Secondary School Committee (SSC) is dedicated to recognizing the unique concerns and responsibilities associated with the secondary school athletic training practice setting, and to developing and providing materials and information that may enhance the effectiveness and marketability of athletic trainers working in this setting.

Policies & Procedures:

- 1) Composition: This state-based committee shall be composed of secondary-school athletic trainers; of which, one committee member from various areas of the state, and a dually appointed chair.
- 2) Chair: The committee chair shall be appointed by the ALATA President and approved by the Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (see section C of this manual).
- 3) Purpose: To identify and address issues of concern to the athletic trainers in the secondary school setting.
- 4) Duties:
 - a. Recognize the unique concerns and responsibilities associated with secondary school athletic training practice setting.
 - b. Develop and provide programs and activities to enhance and promote the effectiveness of secondary school athletic trainers.
- 5) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this manual.

9. Student Advisory Council

Mission: To represent and advocate for students, create and promote professional development opportunities, encourage student engagement in the athletic training community, and advise the ALATA Executive Council on these matters.

Vision: The ALATA Student Advisory Council (SAC) will be a valuable asset and resource for aspiring athletic trainers. We will equip active students with opportunities to develop a strong foundation for professional involvement.

Policies & Procedures:

- 1) Composition: The committee is comprised of non-certified student members from each of the athletic training programs within the state of Alabama of which, dually appointed chair, as well as the appointed Executive Council Liaison whom will serve as advisor to the committee.
- 2) Chair: The SAC Chair shall be appointed by the SAC, in consultation with appointed Executive Council Liaison. The Chair shall also serve as a non-voting member of the Alabama Athletic Trainers' Association Executive Council.
 - a. The term of the Chair shall be in compliance and accordance to the ALATA Committee's Policy and Procedures (see section C of this manual).

- 3) Eligibility: For a student to be eligible, the candidate must be a first or second year on July 1 the year of appointment or have a bachelor's degree and be enrolled in a CAATE-accredited entry-level master's program. The candidate must be a student during the entire period of his/her term. The candidate must also be a NATA member and have an NPI number.
 - a. Must have the time and availability to effectively serve on the ALATA SAC. This involves:
 - i. Attending the ALATA State Meeting
 - ii. Attending monthly 1-hour conference calls
 - iii. Completing SAC work assignments
 - iv. Remaining up-to-date on events and circumstance affecting the SAC at all levels (state, district, and national levels)
 - v. Chair only: Must also be available for all 2-hour monthly EC meetings
- 4) Term of Office: Committee members serve one-year, once renewable terms.
- 5) Purpose: Identify and address issues related to athletic training students within the state of Alabama.
- 6) Duties:
 - a. Implement state meeting programs and events for any level student.
 - b. Increase student membership, student volunteer involvement at all levels and state meeting student attendance.
 - c. Provide relevant information on matter impacting the athletic training profession to athletic training students.
 - d. Promote professional socialization of athletic training students.
- 7) Policies: Members of this committee shall adhere to and follow the general ALATA Committee Policies as stated in Section C of this manual.

ALATA Travel and Meeting Expense Guidelines for Executive Council, Committees, Speakers, Honored Guests, or EC Designee

| | NATA Convention Occurs every year | ALATA State Meeting Occurs every year | Misc. ALATA Travel | NATA BOC State Regulatory Occurs every 2 years | SEATA Meeting Occurs every year |
|---|---|--|---|---|---|
| President | Travel, Hotel nights. & Registration + Per diem not covered by SEATA | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. | Taken care of by SEATA, Designee receives same according to SEATA P&P |
| Vice-President | Travel, 2 Hotel nights + Per diem. For the State Leadership Meeting if appointed by President | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. If appointed by the President | Taken care of by SEATA, Designee receives same according to SEATA P&P |
| Treasurer | Travel, 2 Hotel nights + Per diem. For the State Leadership Meeting if appointed by President | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. If appointed by the President | N/A |
| Secretary | Travel, 2 Hotel nights + Per diem. For the State Leadership Meeting if appointed by President | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. If appointed by the President | N/A |
| At Large Member #1 | N/A | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. If appointed by the President | N/A |
| At Large Member #2 | N/A | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. If appointed by the President | N/A |
| At Large Member #3 | N/A | Travel, Hotel, Registration, Hall of Fame functions | Travel + any additional approved by the EC. | Travel, & Registration + Per diem not covered by NATA BOC. Hotel is covered by BOC. If appointed by the President | N/A |
| ALATA Clinical Symposium & Members Meeting Speakers 1 hour or longer | N/A | Hotel for 1 night, Registration, Speaker appreciation gift, Hall of Fame functions | N/A | N/A | N/A |
| ALATA Hall of Fame | N/A | Registration, Hall of Fame functions, Hotel 2 nights on their induction year | N/A | N/A | N/A |

Note: This serves as a guideline and not an absolute guarantee of covered expenses. All those traveling for ALATA should employ the most efficient and cost effective methods of travel and be conscientious when incurring costs passed on to ALATA. This includes the good-faith attempt of utilizing other means of financial support for travel prior to reimbursement from ALATA. Ethical reimbursement means prior approval from the EC, completing proper documentation at a timely manner for the Treasurer, as well as assuring that reimbursements from other entities are not included in reimbursements from ALATA.