

POLICIES AND PROCEDURES MANUAL

The Athletic Trainers' Association of Florida, Inc.



The Athletic Trainers' Association of Florida (ATAF) is a membership organization established in 1983, and functions within the National Athletic Trainers' Association structure. The Policies and Procedures Manual of (ATAF) captures existing policies and procedures of ATAF and guides the Executive Board and organizational support groups in all ATAF related matters. Nothing in this document shall conflict with the current Constitution and Bylaws of ATAF. This manual is a living document, modifications may occur at the discretion of the ATAF Executive Board. As such, the published edition may not always contain the most recent changes or additions as approved by the ATAF Executive Board.

Last Revised: 28November2023

Approved by the ATAF Executive Board on **28November2023**

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Mission

The Athletic Trainers' Association of Florida serves the professional interests of athletic trainers (ATs) in Florida and advocates for clinical practice advancement and recognition of ATs as integral healthcare providers.

Vision

The Athletic Trainers' Association of Florida (ATAF) will serve as an advocate for its members and promote a multi-disciplinary health care model of patient-centered care to advance the profession. ATAF aims to represent every athletic trainer working in Florida and strives to ensure every physically active individual within Florida has access to an athletic trainer.

Core Values and Goals

Engagement – Promote and connect the members and stakeholders of the association through on-going communication.

1. Highlight success stories from membership.
2. Identify, recruit, and retain members through consistent updates on association efforts and opportunities for involvement.
3. Raise awareness of current initiatives by ATAF, SEATA, and NATA.
4. Connect members to strengthen the professional community of health care providers.

Advancement – Elevate the value of athletic trainers as members of interprofessional health care teams.

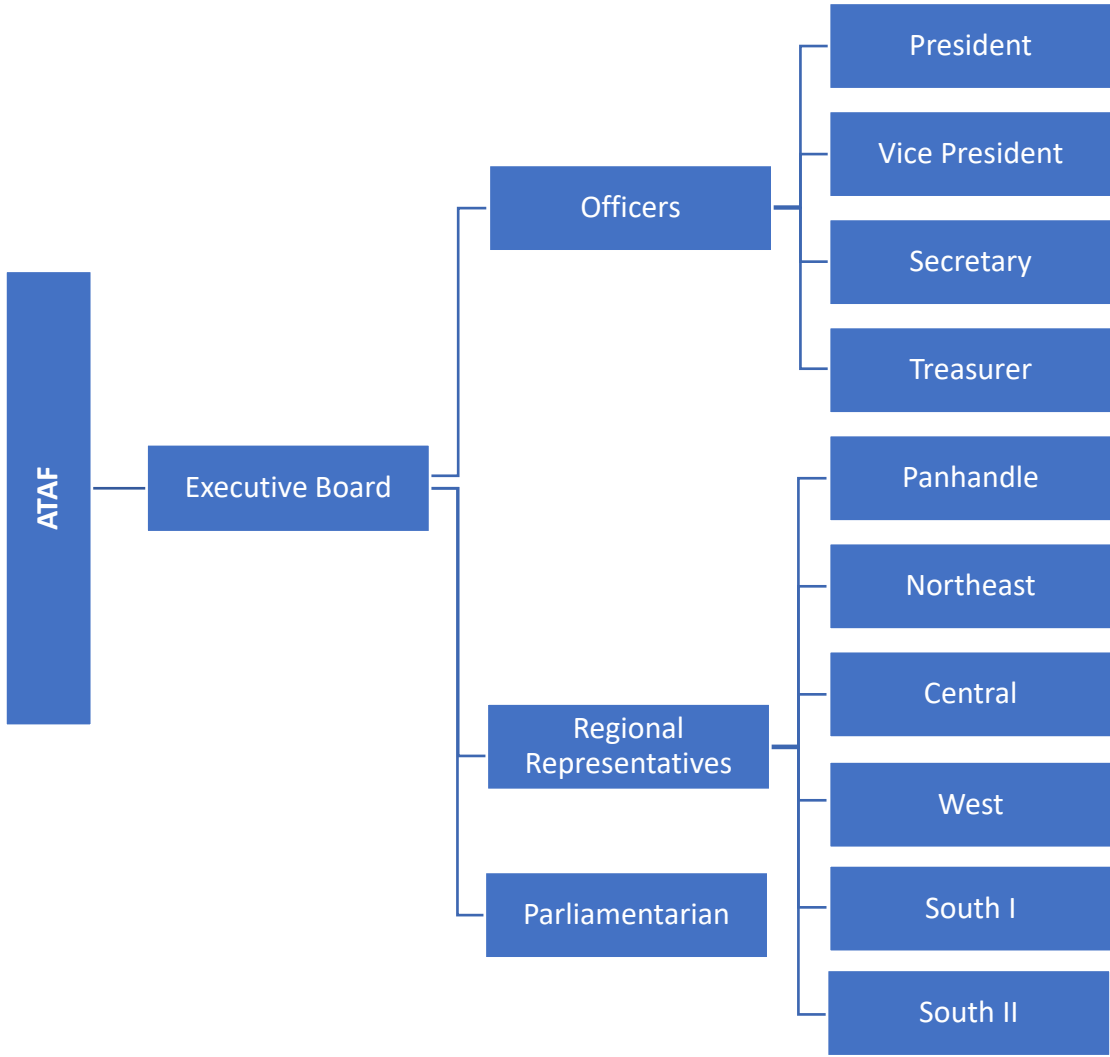
1. Expand access to athletic trainers within the Secondary School setting across Florida.
2. Improve the recognition of athletic trainers by ensuring all ATs obtain National Provider Identification (NPI) numbers.
3. Facilitate and development third-party reimbursement efforts for athletic training services.
4. Identify and pursue legislative efforts that positively affect and advance our profession.
5. Maintain and update governance documents to reflect the growth and direction of our profession.

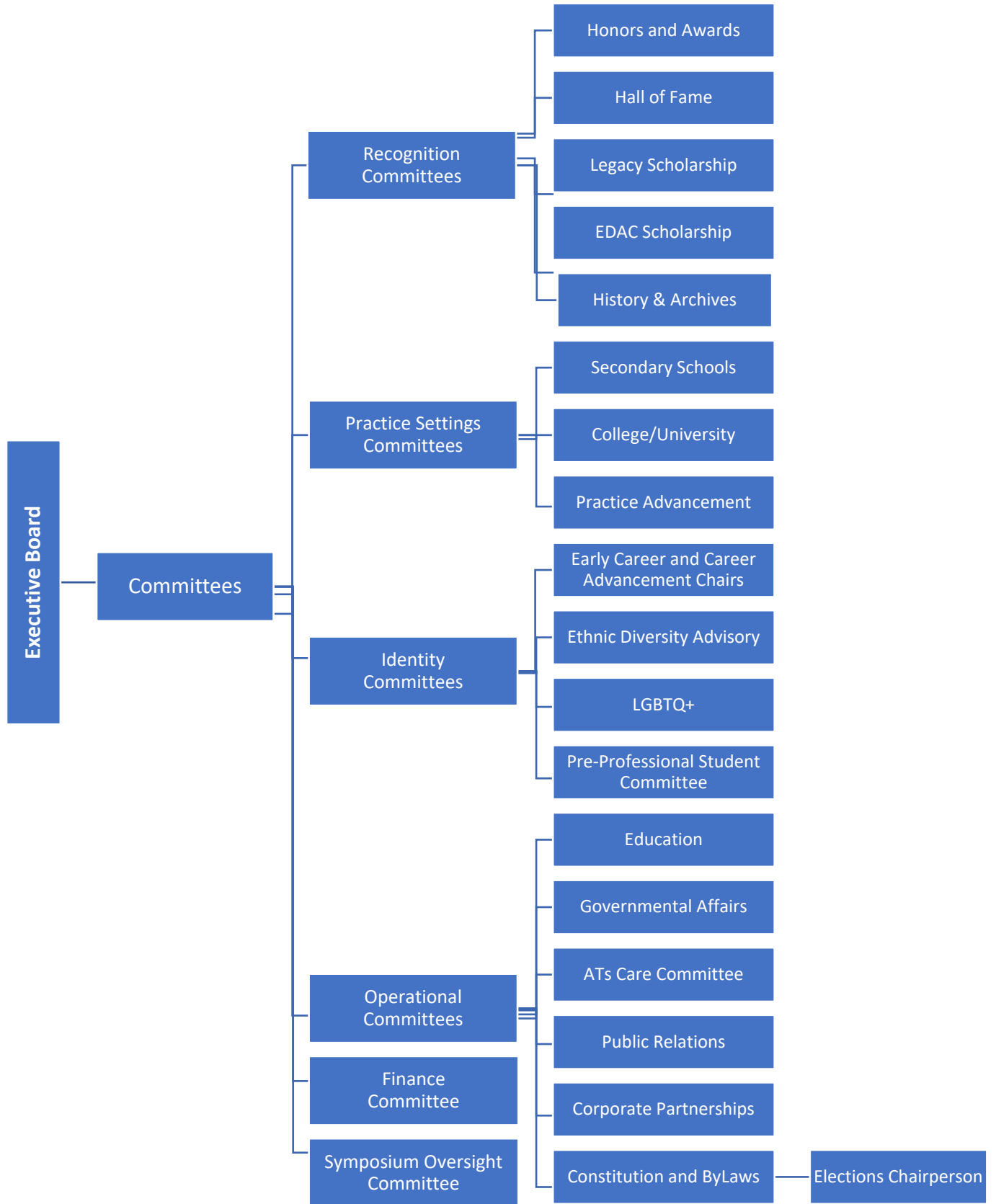
6. Cultivate professional service among our members to promote future leaders within our association.

Patient-Centered Care – Provide members with evidence-based continuing education that meets the needs of diverse practice settings and patient populations.

1. Facilitate ethical decision making and integrity within clinical practice.
2. Integrate healthcare experts who can infuse evidence-based educational content into the annual symposium.
3. Design patient-centered educational programming that has clinical application across diverse practice settings.
4. Identify resources for clinicians to effectively manage patient care within diverse populations.

Organizational Structure





1. Executive Board

The Executive Board will conduct the business of ATAF with the guidance of an appointed Parliamentarian. The Executive Board shall consist of ATAF Officers (i.e., President, Vice-President, Secretary, and Treasurer), six Regional Representatives (i.e., Panhandle, Northeast, Central, West, South I, and South II), and a Parliamentarian. The voting members of ATAF nominate and elect the ATAF Officers and Regional Representatives.

1.1. Qualifications

- 1.1.1. All Executive Board members must have an active Board of Certification (BOC) certification, Florida Department of Health Athletic Training Licensure, National Provider Identification (NPI) number, and membership with the NATA.

1.2. Voting

- 1.2.1. Each member of the Executive Board except for the Parliamentarian and President-Elect has voting power. The President votes only in the case of a tie.
- 1.2.2. Quorum requires the presence of five (5) voting members, excluding the President.
- 1.2.3. The Executive Board shall vote on matters during regularly scheduled meetings. If a matter before the Executive Board requires a vote outside of a regularly scheduled meeting, the Executive Board may use electronic mail to conduct the vote. Procedures of the vote shall follow parliamentary procedures. The President shall define the timeline for the electronic mail vote.
- 1.2.4. The Secretary shall record the vote.

1.3. Duties

1.3.1. President

- 1.3.1.1. Serves in accordance with applicable sections of the ATAF Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.1.2. Represents ATAF at all required SEATA Executive Board meetings and NATA functions.

- a. If the President is unable to attend a specific meeting or required function, the President will inform the Executive Board and will appoint a member from the Executive Board to represent ATAF on business matters for the appointed time or meeting.
- 1.3.1.3. Serves at the will of the Executive Board for all ATAF functions and business matters as approved by the Executive Board.
- 1.3.1.4. Keeps the Executive Board informed of all NATA and SEATA business that may affect ATAF and/or its membership.
- 1.3.1.5. Serves as the official spokesperson for ATAF.
- 1.3.1.6. Serves on the District Board of Directors as the representative for Florida.
- 1.3.1.7. Appoints and notifies the District of the Florida representatives approved by ATAF to serve on state-based committees within the District.
- 1.3.1.8. Coordinates all ATAF business and members meetings.
- 1.3.1.9. Serves as the presiding officer at all ATAF business and members meetings.
- 1.3.1.10. Serves as chairperson of the Symposium Oversight Committee.
 - a. Coordinates the needs and activities of the Symposium Oversight Committee with respect to the annual ATAF Clinical Symposium & Members' Meeting.
- 1.3.1.11. Organizes, visits, and presents appropriate information to the Executive Board regarding the location options for the annual ATAF Clinical Symposium & Members' Meeting.
- 1.3.1.12. Reviews and approves any operational expenses related to ATAF's Clinical Symposium & Members' Meeting in consultation with the Treasurer and Finance Committee.
- 1.3.1.13. Coordinates overall speaker expenses for ATAF's Clinical Symposium & Members' Meeting in coordination with the Education Committee Chairperson according to the ATAF Clinical Symposium Reimbursement & Compensation Program (Appendix A).

- 1.3.1.14. The President, in consultation with the Executive Officers, may form a task force, appoint chair/co-chairs and members, define the charge, expectations, and time to completion for the group.
 - a. Task force members may include healthcare providers other than athletic trainers, identified at the discretion of the President. Task force members should be licensed healthcare providers, in good standing, and acknowledge a commitment to serve ATAF for the duration of their appointment.
- 1.3.1.15. Appoints the chairperson of organizational committees and project teams, task force leaders, and the Parliamentarian with the agreement of the Executive Board.
- 1.3.1.16. Assists the Elections Chairperson and Secretary during ATAF elections, which may include:
 - a. soliciting nominations,
 - b. providing a current list of eligible voting members,
 - c. endorsing the publication of candidate's biographies and ballots,
 - d. notifying members of an upcoming election,
 - e. notifying the newly elected board members of the election results,
 - f. notifying the general membership of the election results, and
 - g. communication with Notary responsible for certifying ATAF elections.

1.3.2. Vice President

- 1.3.2.1. Serves in accordance with applicable sections of the Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.2.2. Serves as the official spokesperson for the Association in the absence of the President.
- 1.3.2.3. Serves as the presiding officer at all business meetings of ATAF in the absence of the President.

- 1.3.2.4. Coordinates the ATAF Executive Board Meeting and annual ATAF Clinical Symposium & Members' Meeting with ATAF's Education Committee.
- 1.3.2.5. Works with the President to organize, visit, and present appropriate information, to the Executive Board, regarding the location options for all annual ATAF Clinical Symposium & Members' Meeting.
- 1.3.2.6. Coordinates the needs and activities of the following operational committees with respect to the annual ATAF Clinical Symposium & Members' Meeting.
 - a. Education Committee
 - b. Finance Committee
- 1.3.2.7. Serves on the Symposium Oversight Committee.
- 1.3.2.8. Records minutes of all Executive Board meetings in the absence of the Secretary.
- 1.3.2.9. Carries out any additional duties as assigned by the President.

1.3.3. Secretary

- 1.3.3.1. Serves in accordance with applicable sections of the Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.3.2. Records the minutes of all ATAF Executive Board meetings and establishes a quorum.
- 1.3.3.3. Coordinates ATAF Board meetings in consultation with the President.
- 1.3.3.4. Disseminates meeting minutes.
- 1.3.3.5. Serves as the custodian of ATAF records (e.g., minutes, P&P, Bylaws, committee records) excluding financial records.
- 1.3.3.6. Conducts correspondence with other organizations and individuals with the approval of the ATAF President.
- 1.3.3.7. Sends notice of all regular and special meetings.

- 1.3.3.8. Provides the President with amendments to the Constitution or Bylaws for discussion by the membership at ATAF's Clinical Symposium & Members' Meeting.
- 1.3.3.9. Informs the Executive Board regarding membership numbers.
- 1.3.3.10. Oversees the ATAF website and distribution of eBlasts in conjunction with ATAF's webmaster.
- 1.3.3.11. Oversees and collaborates with the Public Relations Committee.
- 1.3.3.12. Assists with the preparation and publication of marketing and registration materials for the annual ATAF Clinical Symposium & Members' Meeting.
- 1.3.3.13. Supplies information to the NATA News for publication with President's approval.
- 1.3.3.14. Coordinates the ATAF Executive Board Meeting and Members' Meeting at the annual ATAF Symposium.
- 1.3.3.15. If not running for re-election, supports Election Chairperson with elections.

1.3.4. Treasurer

- 1.3.4.1. Serves in accordance with applicable sections of the Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.4.2. Receives and deposits all ATAF monies in the name of ATAF and serves as signatory for all bank accounts.
- 1.3.4.3. Arrange additional signatories for all bank accounts.
- 1.3.4.4. Arranges payment of all ATAF expenditures.
- 1.3.4.5. Furnishes a detailed statement of ATAF financial affairs and investments at the annual ATAF Clinical Symposium and Members' Meeting.
- 1.3.4.6. Provides a financial statement at monthly Board meetings and to ATAF members upon request.

- 1.3.4.7. Reconciles monthly bank statements, serves as custodian of all financial records, and arranges for electronic storage of financial records.
- 1.3.4.8. In coordination with the Finance Committee, submits a yearly budget to the Board for approval.
- 1.3.4.9. Serves as a member of the Symposium Oversight Committee and coordinates financial matters for ATAF's Clinical Symposium & Members' meeting.
- 1.3.4.10. Coordinates with the ATAF accountant to prepare annual 990 form.
- 1.3.4.11. Serves as Chairperson of the Finance Committee.

1.3.5. Regional Representatives

- 1.3.5.1. Serves in accordance with applicable sections of the Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.5.2. Disseminates information from the Executive Board to their respective regional ATAF membership.
- 1.3.5.3. Disseminates information from their respective regional membership to the Executive Board.
- 1.3.5.4. Carries out any additional duties as assigned by the President.

1.3.6. Parliamentarian

- 1.3.6.1. Serves in accordance with applicable sections of the Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.6.2. Interprets the ATAF Constitution and Bylaws.
- 1.3.6.3. Serves as an expert in rules of order and the proper parliamentary procedures for Board meetings.
- 1.3.6.4. Fulfills responsibilities as designated by the President.
- 1.3.6.5. Serves as Chairperson of the Constitution & Bylaws Committee.

1.3.7. President-Elect

- 1.3.7.1. Serves in accordance with applicable sections of the Bylaws and ATAF's Policies and Procedures Manual.
 - a. Signs ATAF documents related to service, including Whistleblower policy acknowledgement and Conflict of Interest forms (Appendix D).
- 1.3.7.2. Serves to support the President in their duties as outlined above.
- 1.3.7.3. Works closely with the President to gain full understanding of the position of ATAF President.

2. Executive Board Meetings and Conference Calls

- 2.1. The Executive Board may hold an in-person Board meeting, in conjunction with the annual ATAF Clinical Symposium & Members' Meeting, or when appropriate as determined by the President.
- 2.2. Virtual meetings (e.g., video or phone) occur routinely throughout the year. All Board members provide availability to the Secretary in January; once confirmed, the Secretary notifies the Board of the scheduled meetings. The President has the discretion to cancel the regularly scheduled meeting or may request a special meeting at other times as needed.
- 2.3. Procedures - Meetings of the Executive Board shall follow parliamentary procedure guided by ATAF's Parliamentarian.
- 2.4. Agenda - The President, in consultation with the Executive Officers, shall determine the agenda for the Board meetings. The Secretary shall share a tentative agenda and supporting materials (to the extent possible) at least one week in advance to the Executive Board. The Secretary will share additional supporting materials as soon as practicable.
- 2.5. Consent Agenda – The President may place items such as committee appointments, approval of previous Executive Board meeting minutes, ratification of previous email votes by the Board, routine reports, and other items not requiring roll call vote on the

consent agenda. Any Board member may request the removal of an item from the consent agenda for separate action and discussion.

- 2.6. Membership Attendance at Meetings - All official meetings of the Executive Board shall be open to the ATAF membership. Members may not attend closed session meetings of the Executive Board. The Executive Board may go into a closed session at any time deemed appropriate by the President. The Secretary shall record minutes for the closed session; however, ATAF members will not have access to closed session minutes. The Executive Board may share action items and/or summary points of a closed session as appropriate for inclusion within subsequent meeting minutes.

3. Executive Board Nomination and Election Procedures

3.1. Nominations (Pre-Elections)

- 3.1.1. The Elections Chairperson shall start the election cycle process in July of each year for the upcoming elections cycle. The election cycle consists of nominations, eligibility verification, ballot preparation, voting, vote certification, and results notification. The Election Chairperson works in conjunction with the President, Secretary, and Public Relations committee to complete the election process.
- 3.1.2. The election cycle shall include a 30-day nomination period, typically during August - September.
- 3.1.3. Nominations for ATAF Executive Board must come from ATAF members eligible to vote within the election cycle, which includes athletic trainers credentialed by the BOC and those possessing the AT Retired credential.
- 3.1.4. Individuals eligible to run for an Executive Board position may self-nominate.
- 3.1.5. The Elections Chairperson shall notify the nominee and request that the nominee accept or reject the nomination.
- 3.1.6. If accepting the nomination, the candidate must submit a detailed biography, campaign message, professional photograph, NATA membership, BOC certification, and NPI number to the Elections Chairperson by the requested deadline.

- 3.1.7. The Elections Chairperson shall verify eligibility of the nominee for the Executive Board position.
- 3.1.8. Once verified, the Election Chairperson will add the candidate to the ballot.
- 3.1.9. The Election Chairperson will not accept nominations received outside of the nomination period.
- 3.1.10. Once the nomination period ends the Election Chairperson will prepare the ballot and send the document to the President for approval. Once approved the Election Chairperson will coordinate dissemination of the ballot for membership vote.

3.2. Elections

- 3.2.1. ATAF Executive Board elections occur for a 30-day period, generally October - November annually and use an online electronic platform.
- 3.2.2. The eligible voting members of ATAF, determined at the time of the election as defined by the ATAF Bylaws, will receive the ballot by email.
- 3.2.3. The ballot will allow for a single selection of yes, no, or abstain.
- 3.2.4. The candidates win the election if they receive the most votes.
- 3.2.5. A notary shall certify the election results and inform the President of the results. The President will notify the Executive Board as soon as practicable of the results. Certification of results includes:
 - 1. Verification that all individuals who voted met eligibility requirements to cast a vote.
 - 2. Tally all the votes for each of the open Executive Board positions.
 - 3. Prepare a signed and stamped letter addressed to ATAF President verifying the above process and summarizing the votes within seven (7) days.
- 3.2.6. If no candidate earns a majority of votes, ATFA will conduct a separate runoff election for that position.
 - 1. In the case of a runoff election, ATAF shall notify the membership and distribute a new ballot to eligible voting members as soon as practicable.

2. The voting membership will have 14 days to complete and submit their ballot.
3. This process will repeat until one candidate receives a majority vote.
- 3.2.7. The President of ATAF will contact the newly elected Board members to share the outcome of the election.
- 3.2.8. After the President notifies the newly elected individuals, the Elections Chairperson will share the election results with all the candidates and express appreciation for their participation.
- 3.2.9. All newly elected Executive Board members will receive the ATAF Onboarding Executive Board RAMP checklist (Appendix C) within 30 days of confirmed election.
- 3.2.10. Newly elected Executive Board members will assume the duties and responsibilities of office on January 1st following the election.

4. ATAF Committees

4.1. Chairperson Appointment

- 4.1.1. The ATAF President appoints a committee chairperson with approval by the Executive Board.
 1. The President may appoint committee co-chairpersons with the approval of the Executive Board.
- 4.1.2. A committee chairperson must be a member of ATAF, credentialed as an Athletic Trainer (ATC®) by the Board of Certification, licensed by the Florida Department of Health, and have an NPI number.
 1. In special circumstances, an ATAF member with an NPI who no longer practices as an AT and has either resigned their ATC® credential (e.g., AT Ret.) and/or does not possess an active Florida Department of Health license may serve as chairperson, with the approval by the Executive Board.
- 4.1.3. Committee chairpersons select committee members (as needed) and submit the membership list to the Executive Board for approval.

- 4.1.4. Committee chairpersons of an ATAF committee which aligns with a District state-based committee shall serve as the Florida representative to that committee, unless otherwise approved by the President and ATAF Executive Board.
- 4.1.5. All committee chairpersons and members must submit signed required documents (e.g., Whistle Blower, Conflict of Interest, & Commitment to Serve) (Appendix D). The Secretary maintains electronic copies in the ATAF records.
- 4.1.6. Terms for committee chairpersons shall be three (3) years or the remaining time available for the President appointing the chairperson. A chairperson or co-chairperson may serve additional terms with the approval of the Executive Board. The President can recommend removal or resignation of a chairperson to the Board.

4.2. Committee Structure and Responsibilities

- 4.2.1. Standing committee structure includes one chairperson or two co-chairpersons and members from a minimum of four (4) regions unless otherwise designated by the Executive Board.
- 4.2.2. All committee members must submit signed required documents (e.g., Whistle Blower, Conflict of Interest, & Commitment to Serve) (Appendix D). The Secretary maintains electronic copies in the ATAF records.
- 4.2.3. All committee members must be members of ATAF, credentialed as an Athletic Trainer (ATC®) by the Board of Certification, licensed by the Florida Department of Health, and have an NPI number.
 - 1. In special circumstances, an ATAF member with an NPI who no longer practices as an AT and has either resigned their ATC® credential (e.g., AT Ret.) and/or does not possess an active Florida Department of Health license may serve as a committee member, with the approval by the Executive Board.
- 4.2.4. Each committee member serves a one-year term and may be reappointed by committee chairperson.
- 4.2.5. The committee chairperson will submit a roster to the Executive Board on a yearly basis.

- 4.2.6. Committee members will fulfill the charge of the group under the direction of the committee chairperson. This involves attending meetings, participating in conference calls, completing work assignments, and remaining up to date on events and circumstances affecting the committee.
- 4.2.7. Each committee has an opportunity to meet in-person during the annual ATAF Clinical Symposium & Members' Meeting. To organize an in-person committee meeting at the annual ATAF Clinical Symposium & Members' Meeting, the committee chairperson must coordinate with the Symposium Oversight Committee in a timely manner.
- 4.2.8. All committee meetings are open to the membership. The chairperson shall have the discretion to call for a closed session for confidential matters.
- 4.2.9. The chairperson must provide an annual committee report utilizing the ATAF Charter & Project Management Forms (Appendix E) to the ATAF Executive Board. The Board may request supplementary reports in advance of conference calls. If the chairperson is unable to attend the annual committee meeting, they will appoint a committee member to preside over the meeting and give the report to the ATAF Executive Board.
- 4.2.10. A majority of committee members must be present to establish a voting quorum. The chairperson will only vote in cases of tie.
- 4.2.11. Committees must align all projects and initiatives with the ATAF mission and core values. Funding for committee activities requires Executive Board approval within or separate from the annual Operational Budget.

4.3. Committee Liaisons

- 4.3.1. To improve communication between the various committees and the ATAF Executive Board, the President may appoint members of the Executive Board to serve as liaisons a respective committee.
- 4.3.2. Liaison Duties
 - 1. Communicate regularly with committee chairperson to stay up to date on projects and activities.

2. Contact the chairperson before each Executive Board meeting to inquire about agenda items from the committee.
3. Present committee agenda items during Executive Board meetings when the chairperson cannot attend.
4. Support completion of committee charter and project documents.

4.4. Committee Budgets Proposal

- 4.4.1. As part of the ATAF operational budget process, committee chairpersons must submit their budget proposals to the Executive Board in September (date determined annually by the ATAF Treasurer) using the format provided by the Finance Committee.
- 4.4.2. The Finance Committee will review committee proposals as part of the draft operational budget and present an operational budget to the Executive Board for discussion in October.
- 4.4.3. The Executive Board will vote to approve the new operational budget in November.
- 4.4.4. The new operational budget will take effect January 1.

4.5. Standing Committees

- 4.5.1. Standing committees support the mission and operational functions of ATAF and serve the interests of the members. Standing committees include:

4.5.2. Recognition Committees

1. Honors and Awards Committee

Purpose: To recognize deserving ATAF members, sports medicine personnel, and friends of ATAF by developing and supervising the awards process that includes nomination, evaluation, and recommendation of honors and awards annually.

Duties:

- a. Develop and periodically evaluate the nomination criteria for each award and the application process for award nominees.

- b. Review nominee applications and recommend award candidates to the ATAF Executive Board.
- c. Select the design and purchase ATAF honors and awards, including ATAF Service Awards and the President's Award.
- d. Organize scholarship applications and distribute them to ATAF's Ethnic Diversity Advisory Committee and Legacy Scholarship (part of the Hall of Fame Committee) for review and decision.

2. **Hall of Fame Committee**

Purpose: To recognize and honor those members of ATAF who have 1) served and demonstrated outstanding and unusual service and leadership, 2) enhanced the quality of healthcare, and 3) advanced the profession of athletic training in various practice settings within the state of Florida.

Duties:

- a. Collect the required information needed for the committee to evaluate each nominee and make decisions about their qualification.
- b. Periodically review the nomination, selection, and awards process to assist the committee chairperson and make recommendations to the Executive Board.
- c. Oversee the ATAF Hall of Fame Legacy Scholarship Fund and the ATAF Hall of Fame Legacy Scholarship.

3. **History & Archives Committee**

Purpose: To collect, maintain, preserve, disseminate the historical records of significant events and people in ATAF, and to promote the use of this information to honor our past and inspire the advancement of athletic training within ATAF.

Duties:

- a. Archive and catalog the historical records of the ATAF.
- b. Make historical documents available to advance the purpose of the ATAF.

- c. Conduct activities to promote an appreciation by the membership of the ATAF's history and past leadership.

4.5.3. Practice Setting Committees

1. Secondary Schools Athletic Trainers' Committee (SSATC)

Purpose: The purpose of this committee is to identify and address issues of concern to athletic trainers in the secondary school setting and to assist with resources needed to communicate better with the school districts and state leadership organizations (e.g., ATAF, FHSAA).

Duties:

- a. Support the practice of Athletic Trainers working within the secondary school setting.
- b. Facilitate NATA Safe Sports School Award applications from Florida secondary schools.
- c. Foster participation with data submission by secondary schools for the Athletic Training Locations and Services (ATLAS) project.
- d. Support the development of high school student aide programs at secondary schools across Florida

2. Practice Advancement Committee

Purpose: To provide athletic trainers, athletic training students, and athletic training supporters with resources including education and advocacy to advance the athletic training profession through awareness, recognition, and education.

Duties:

- a. Provide opportunities for athletic trainers and athletic training students to interact and discuss new opportunities for employment in unique settings.
- b. Connecting like-minded athletic trainers and athletic training students through social media and events.

- c. Highlight/recognize athletic trainers in new/unique settings through ATAF platforms.
- d. Highlight and recognize the diverse settings where athletic trainers practice.
- e. Share educational opportunities in new settings.
- f. Facilitate mentor opportunities using ATAF resources.
- g. Create a monthly spotlight of athletic trainers in new/unique settings using ATAF platforms.

3. **College/University Athletic Trainers' Committee (CUATC)**

Purpose: To represent the unique concerns and responsibilities associated within the collegiate athletic training practice setting through the development of materials and information that may enhance the effectiveness of the role and the marketability of athletic trainers working in these settings.

Duties:

- a. Serve as a resource for college/university athletic trainers in ATAF.
- b. Disseminate pertinent information from the state, district, and national levels to the college/university athletic trainers in ATAF.
- c. Maintain an active list of college/university athletic training members of ATAF.
- d. Contribute to the Welcome to Florida Package with resources pertaining to the college/university practice setting.

4.5.4. **Identity Committees**

1. **Pre-Professional Athletic Trainers' Committee**

Purpose: To serve as a resource and provide unique experiences for ATAF student members, and to recruit new members to ATAF.

Duties:

- a. Provide programs, activities, and educational opportunities to address the needs of professional athletic training students enrolled in athletic training programs in Florida.
- b. Promote professional networking for students enrolled in athletic training programs in Florida.
- c. Develop strategies to increase recruitment, retention, volunteer involvement, and symposium attendance among professional athletic training students enrolled in athletic training programs in Florida.
- d. Collaborate with the Student Leadership Committee representative in Florida to disseminate information to professional athletic training programs in Florida.

2. Early Career Professionals Chairperson- (ECPC; Certified 0 – 6 years)

Purpose: To provide resources, guidance, connect networks, bridge gaps, across the ATAF membership to athletic trainers in their first six years of our profession following certification.

Duties:

- a. Provide representation for early career athletic training professionals in ATAF.
- b. Communicate information and initiatives from the national, district, and state level to ATAF members certified between 0 – 6 years.
- c. Attend monthly ATAF Board meetings.
- d. Participate in projects as designated by the ATAF President
- e. Serve as the FL representative to the SEATA Early Career Professionals Committee.
- f. Engage with early career professionals and promote ATAF membership, initiatives, and symposium attendance.

3. Career Advancement Chairperson - (CAC; Certified 7 – 12 years)

Purpose: To serve as a resource for the exploration and evolution of athletic trainers' career paths while advocating for the growth and development of the profession and ATAF.

Duties:

- a. Provide representation for career advancement athletic training professionals in ATAF.
- b. Communicate information from the national, district, and state level to ATAF members certified between 7 to 12 years.
- c. Attend monthly ATAF Board meetings.
- d. Participate in projects as designated by the ATAF President.
- e. Serve as the FL representative to the SEATA Career Advancement Committee.
- f. Engage with career advancement professionals and promote ATAF membership, initiatives, and symposium attendance.

4. **Ethnic Diversity Advisory Committee (EDAC)**

Purpose: To serve as a resource to identify, develop, mentor, advocate sensitivity toward cultural diversity, develop cultural competence within the profession, and address issues relating to ethnic and minority athletic trainers within ATAF.

Duties:

- a. Identify and address issues relating to cultural distinctions in healthcare and delivery.
- b. Identify, develop, and mentor ethnic and minority athletic trainers.
- c. Oversee the ATAF EDAC Scholarship process.

5. **LGBTQ+ Advisory Committee**

Purpose: To champion an environment of inclusivity, respect, and equal opportunity for every athletic trainer and patient, regardless of an individual's sexuality, gender identity or gender expression, and increase the body of knowledge with healthcare concerns within the LGBTQ+ community.

Duties:

- a. Advocate and educate ATAF members regarding healthcare and education to support patients within the LGBTQ+ community.
- b. Identify, explore, address, and provide educational resources regarding emerging topics and concerns relevant to diverse sexualities, gender identities, and gender expressions within the profession and health care topics affecting patients in the LGBTQ+ community.
- c. Identify, develop, and mentor athletic trainers who identify as part of the LGBTQ+ community.

4.5.5. Operational Committees**1. ATs Care Committee**

Purpose: The ATAF ATs Care Committee works under the guidance of the NATA ATs Care Commission. Thus, the purposes of the ATAF ATs Care Committee include the following:

- a. To offer crisis management training opportunities for athletic trainers dealing with the aftermath of a critical incident.
- b. To serve as a state Critical Incident Stress Management (CISM) team readily available to respond to the needs of AT colleagues, students, and staff after a critical incident.

Duties:

- a. Provide ATAF ATs Care team members and other members of ATAF specific training in critical incident stress management techniques.
- b. Members of the ATAF ATs Care Committee will be able to provide athletic training groups and individuals with what they need to navigate through a critical incident.

2. Education Committee

Purpose: To identify, develop, promote, and support the educational needs of athletic trainers in ATAF.

Duties:

- a. Develop the educational programming for the annual ATAF Clinical Symposium, including identifying relevant topics, recruiting qualified speakers, and gathering necessary materials in compliance with the Board of Certification Approved Provider expectations.

3. Governmental Affairs Committee

Purpose: To oversee the ATAF's governmental and regulatory efforts, to educate, to develop relationships with state and local legislators, and to advocate for legislative and regulatory efforts that promote the profession of athletic training and the mission of ATAF.

Duties:

- a. Cultivate relationships and educate state and local legislators.
- b. Advocate for legislation that promotes the education and scope of practice for athletic training.
- c. Monitor legislative activity at the state and local level to facilitate regulations and laws that are compatible with athletic training.
- d. Educate the membership on new and existing legislation that will affect the performance of duties within the athletic training scope of practice.
- e. Advise the Executive Board on specific athletic training regulatory and governmental issues.

4. Public Relations Committee

Purpose: To provide input and direction to ATAF, SEATA, and NATA's public relations programs and promoting the profession of athletic training and ATAF's mission across all media outlets.

Duties:

- a. Investigate and recommend public relations objectives and strategies to the ATAF Executive Board.

- b. Disseminate information from the NATA & SEATA public relations committees.
- c. Direct ATAF public relations programs and campaigns in Florida, including during the ATAF Clinical Symposium & Members' Meeting.
- d. Serve as a public relations resource for ATAF members.
- e. Develop and implement public relations programs to promote athletic training across Florida.
- f. Be a resource for ATAF members on how to create content to promote athletic training.

5. **Corporate Partnerships Committee**

Purpose: To increase awareness within the athletic training community, large hospital systems, corporations, and athletic training outreach programs to help increase revenue by offering sponsorships and partnerships with ATAF.

Duties:

- a. Responsible for soliciting potential exhibitors/vendors to participate in the annual ATAF Clinical Symposium & Members' Meeting.
- b. Maintain an updated and current list mailing list of corporate partners that have either participated in the past or have an interest in athletic training or sports medicine.
- c. Update and revise the ATAF Corporate Partner Plan annually (Appendix G).
- d. Forward the Corporate Partner Plan and enrollment form to potential vendors through mail, email, and posting on the ATAF website.
- e. Organize the floor plan for the exhibit hall and facilitate communication between ATAF and partners/sponsors during ATAF's Clinical Symposium and Members' Meeting.
- f. Coordinate onsite needs with ATAF's President and Symposium Oversight Committee.

- g. Facilitate sponsorship packages, enrollment, and payment in collaboration with ATAF's President and Treasurer.

6. **Constitution and Bylaws Committee**

Purpose: The ATAF Constitution and Bylaws Committee works under the guidance of the ATAF Executive Board to ensure accuracy and clarity of ATAF's governing documents.

Duties:

- a. To consider amendments to the ATAF Constitution and Bylaws.
- b. To review and draft rules for the conduct of the ATAF Executive Board and members of ATAF.
- c. To review and draft rules for the preparation of resolutions, memorials, and tributes.
- d. To provide oversight of all elections processes of ATAF.
 - a. The Elections Chair serves as an affiliate member of the Constitution and Bylaws Committee.

4.5.6. **Finance Committee**

Committee Make-up: The ATAF Treasurer chairs the Finance Committee. The committee includes at least two members of the ATAF Executive Board.

Purpose: To provide financial oversight for ATAF for all aspects of ATAF's finances including budgeting, investments, as well as accountability policy and control.

Duties:

- a. Examine financial documents to keep apprised of the ATAF's current financial standing and investments.
- b. Review the proposed annual operating budget presented by other committees through the Treasurer. After appropriate revisions, the Finance Committee recommends the budget to the Executive Board for approval.
- c. Provide input to the Executive Board regarding meeting/conference registration, exhibit and other fees.

- d. Review the ATAF's financial and investment policies annually and recommend changes (as applicable) to the Executive Board.
- e. Review financial documents provided by third parties (e.g., accountant, bookkeeper, auditor) and present them to the Executive Board prior to finalization.
- f. Select and recommend third party services (e.g., investment manager, accountant, bookkeeper, auditor) to the Executive Board.
- g. Monitor investment strategies.
- h. Perform other duties as needed to comply with IRS Form 990 regulations and/or other tax regulations.

4.5.7. **Symposium Oversight Committee**

Purpose: To provide the membership with an educational and fiscally sound annual clinical symposium.

Committee Make-up: President (Chairperson), Vice President, Secretary, Treasurer, Chairperson Honors and Awards, Chairperson Corporate Partnerships, Chairperson or Co-Chairs for Educational Programming, and Chairperson or Co-Chairpersons for Public Relations.

Duties:

- a. Organize the logistics of the educational programming (e.g., space assignment/allocation, equipment and supplies, attendee gifts, post-conference survey, BOC annual reporting process) and special events (e.g., honors and awards, luncheon, social) within the defined operational budget approved by the Executive Board.
- b. Establish, in collaboration with the Executive Board and Education Committee, the reimbursement and compensation program for ATAF's Clinical Symposium & Members' Meeting.

4.6. **Dissolution of Standing Committees**

- 4.6.1. The Executive Board may create and dissolve a committee by a majority vote.

5. **Financial**

5.1. Policies

- 5.1.1. With the guidance from the Finance Committee, ATAF will develop, approve, and maintain a sound operational budget that follows general accounting principles. The Finance Committee is responsible for presenting the annual budget to the Executive Board for approval prior to the end of the current calendar year.
- 5.1.2. The ATAF Executive Board will retain an independent accountant and investment counselor for the organization.
- 5.1.3. Given the financial reporting format, which provides information on a program basis instead of a line-item basis, certain accounts (those areas that are often subject to abuse such as travel, lodging, entertainment) should undergo auditor analysis at the request of the ATAF Executive Board.
- 5.1.4. Within the financial audit, performed on an annual basis, ATAF should include a limited compliance review to ensure compliance and consistency with financial practices. The process would provide reasonable assurance that the ATAF Executive Board is aware, with appropriate consultation, of any changes.
- 5.1.5. ATAF supports fiscally prudent management of its resources. This means, when appropriate, the Board should seek three bids for projects, services, and products.

5.2. Expense Reimbursement Policy

- 5.2.1. Individuals representing ATAF should exercise discretion with incurring expenses and use the least expensive, most efficient mode of travel.
- 5.2.2. Original or scanned receipts must support expenses presented for reimbursement.
- 5.2.3. Reimbursement for accepted and approved mileage expenses for mileage use the current IRS rate.
- 5.2.4. Any payments due over \$5,000 require two signatures, that of the Treasurer and President.
- 5.2.5. Travel expenses estimated to be above a total of \$1,000 require pre-approval of the Treasurer.

- 5.2.6. Reimbursement and travel related expenses will follow ATAF's Clinical Symposium Reimbursement & Compensation Program (Appendix A) approved by the Symposium Oversight Committee.
- 5.2.7. ATAF does not cover expenses incurred because of travel to and from committee meetings held during ATAF's Clinical Symposium & Members' Meeting. An exception to this rule requires approval by the President and the Symposium Oversight Committee.
- 5.2.8. The Treasurer accepts expense reimbursement requests within 30 days of completion of the trip/activity and requires use of ATAF's Expense Reimbursement Form (Appendix F) submitted electronically.
- 5.2.9. Members requesting reimbursement must follow the instructions accompanying the ATAF Expense Reimbursement Form.
- 5.2.10. ATAF strives to issue and mail expense reimbursement checks within seven days of receiving the request. ATAF members may receive payment by Zelle® or other electronic means by indicating this preference on the Expense Form.
- 5.2.11. ATAF Executive Officers do not need prior approval or authorization for purchases less than or equal to \$150.00 but must submit expense receipts.

5.3. NATA Funding Distributions

- 5.3.1. The NATA distributes funds to state associations who adhere to NATA Career Center guidelines, whereby states agree not to advertise positions on their websites, newsletters, or social media platform unless the position appears on the NATA Career Center.
- 5.3.2. NATA sponsorship distributions are usually allocated in April to the member organizations within SEATA. Distributions are in proportion to their respective membership during the month prior to the distribution.
- 5.3.3. The NATA distributes district membership dues to the district associations in January, February, July, and December. The District Treasurer distributes the state portion of the funds to the state association and notifies ATAF Treasurer and President.

APPENDICES

APPENDIX A: ATAF Clinical Symposium Reimbursement/Compensation Program (v. 2022)

ATAF Clinical Symposium Reimbursement/Compensation Program

The Executive Board members (listed below) shall receive compensation in the form of –
e-Board Members: President, Vice President, Treasurer, Secretary

1. Complimentary regular symposium registration
2. 50% discount on specialty course(s) and workshop(s)
3. Hotel accommodations for pre-conference and conference dates
4. Travel expenses up to \$200

The Executive Board members (listed below) shall receive compensation in the form of -
Panhandle, Northeast, Central, West Coast, South I, and South II Representatives

1. Complimentary regular symposium registration
2. 50% discount on specialty course(s) and workshop(s)
3. Hotel accommodations for pre-conference and conference dates

**Committee Chairs (listed below) shall receive compensation in the form of -
Education Committee, Corporate Sponsorship**

1. Complimentary regular symposium registration
2. 50% discount on specialty course(s) and workshop(s)
3. Hotel accommodations for pre-conference and conference dates

**Executive Board and/or Committee Chairs (listed below) shall receive compensation in the form of -
Parliamentarian, Public Relations (including co-chairs)**

1. Complimentary regular symposium registration
2. Hotel accommodations for one night during the pre-conference or conference dates

Additional Committee Chair and/or Member compensation guidelines –

Education Committee Member(s) – 50% discount on regular symposium registration (up to 2) (selected at the discretion of the Chair)

PR Committee Member(s) – 50% discount on regular symposium registration (up to 2) (selected at the discretion of the Chair; limited to 1 discounted registration in cases of co-chair for this committee)

Honors and Awards Chair – Complimentary regular symposium registration (if presenting and organizing onsite awards event; may appoint a member of the committee to receive discounted registration for onsite support)

ATAF Clinical Symposium Reimbursement/Compensation Program

Symposium Speaker Compensation Packages Include –

1. General symposium speaker (45 minutes) - \$150
 - a. If session has more than 1 speaker, speakers share honoraria
 - b. Speaker may receive complimentary General Symposium registration OR 1-night hotel in lieu of honoraria
2. BLS Healthcare Provider Blended Learning Course instructor - \$200 (plus current pricing for cost of card expenses outlined by the instructor's certifying entity)
 - a. Instructor is responsible for providing participant instructions, access to online resources (e.g., participant manual, videos, quick reference sheets), manikins for practical demonstration, completing submission and payment of card request to the appropriate certifying agency (e.g., American Red Cross, American Heart Association) and emailing card to participants upon successful completion of course
 - b. BLS certification courses offered as part of the ATAF Clinical Symposium pre-conference programming must have a minimum of 5 enrollees to offer course and cover instructor expenses
3. General session speaker (1 hour) - \$200
 - a. If session has more than 1 speaker, speakers share honoraria
4. Invited (out of state) Speaker, Keynote or Pre-Conference Session – Determined in consultation with ATAF Education Committee Chair and/or ATAF Vice President and may include honoraria funding, hotel support, and/or registration discount based on length of event and number of speakers
 - a. Requires approval from ATAF President

Additional Considerations –

1. Additional annual educational expenses for symposium – Approved Provider annual fee \$500
2. Committee Chair(s) or Task Force Leader(s) (e.g., Early Career Professional, Career Advancement, ATLAS Initiative, Secondary School Task Force) may receive a 50% discount on regular symposium registration [Approval by ATAF President required]
3. The Symposium Oversight Committee oversees the logistics, BOC Approved Provider Compliance, and administrative expectations for the symposium. The Vice President of ATAF in collaboration with the Education Programming committee confirm the agenda; ATAF President reserves the right to accept or decline speaker recommendations by the ATAF Education Committee
4. Please submit all receipts to ATAF Treasurer to receive reimbursements (ATAF Travel Reimbursement Form)
5. No Executive Board member or Committee Chair/Member shall claim reimbursement for item(s) covered by their employer
6. Committees with Co-Chairs shall receive compensation according to the level of contribution and required presence at the symposium and/or at the discretion of the ATAF President.

Revised 18August2022

APPENDIX B: ATAF Executive Board Meeting Official Agenda and Minutes [template]



Official Agenda and Minutes of the ATAF Executive Board Meeting (Online)



[DATE (Time EST)]

Meet Called to order at: _____

Roll Call

Official Minutes

| | | | | | | | | |
|-----|-------------------------------------|--------------|-----|---|--------------|-----|---|--------------|
| Y/N | President | [enter name] | Y/N | Vice President | [enter name] | Y/N | Secretary | [enter name] |
| Y/N | Treasurer | [enter name] | Y/N | Parliamentarian (Non-Voting) | [enter name] | Y/N | President-Elect (Non-Voting) | [enter name] |
| Y/N | Panhandle Representative | [enter name] | Y/N | Central Representative | [enter name] | Y/N | South I Representative | [enter name] |
| Y/N | Northeast Representative | [enter name] | Y/N | West Coast Representative | [enter name] | Y/N | South II Representative | [enter name] |

Quorum: ____ of 9 Voting Members Present

| | Attendees Present |
|--|-------------------|
| 1. Committee Chairs Attending | |
| 2. Invited Guests / Members Present | |

| 3. Non-Voting Agenda | Person Presenting | Action Taken |
|----------------------|-------------------|--------------|
| | | |

| | | |
|--|--|--|
| | | |
| | | |
| | | |

| 4. Voting Agenda | Person Presenting | Action Taken |
|------------------|-------------------|--------------|
| | | |

| 5. Consent Agenda | Person Presenting | Action Taken |
|-------------------|-------------------|--------------|
| | | |

| 6. Open Forum | Person Presenting | Action Taken |
|---------------|-------------------|--------------|
| | | |
| | | |
| | | |
| | | |
| | | |

APPENDIX C: ATAF Officer Onboarding Checklist

ATAF Executive Board Onboarding RAMP Checklist

1. **Read**
 - a. ATAF Constitution
 - b. ATAF Policies and Procedures
 - c. Roberts Rules of Order (Meetings will generally follow these)
 - d. Florida State Practice Act <https://floridasathletictraining.gov/resources/>)
 - e. Each page of the ATAF Website (www.ataf.org)

2. **Attend**
 - a. Two Executive Board meetings (prior to term starting)
 - b. All Executive Board meetings during the term of office
 - c. All task force/Committee meetings, as assigned
 - d. Voice your opinion (respectfully)

3. **Meet with Predecessor**
 - a. 2+ separate times
 - i. If Predecessor not available, meet with ATAF President (or designee)
 - b. Incoming Duties
 - c. Roles on Projects or Committees
 - d. Association Budgets and Approval Process
 - e. Credit Card
 - f. ATAF Email Account
 - g. Time Commitments
 - h. Position Specific Discussion Items (see below)

4. **Practices**
 - a. Designate an email address to house Dropbox files and inform ATAF Secretary
 - b. Check your email at least once a week for ATAF business
 - c. Review Board Meeting agenda and items at least 24 hours prior to each Board Meeting

Dropbox

1. Dropbox houses all files associated with the organization. This includes all Executive Board files, and many Committee and Task Force files.
2. You will need a Dropbox account for your position.
 - a. If you do not already have one you can click here to register for a free account: (www.dropbox.com).
3. If you have not used Dropbox before, please take a look at some of the helpful tutorials located here: <https://help.dropbox.com/learn/video-tutorials>
4. The ATAF Secretary controls/owns ATAF files within Dropbox and coordinates shared file access with Executive Board members and Committees.
5. Please let the ATAF secretary know if your storage is an issue. There is an expectation of you using some storage for ATAF files but other than Officer positions that storage usage should not be large.
 - a. Executive Officers maintain a ATAF Dropbox account registered through your ATAF email (example: president@ataf.org)

Executive Officer Specific Discussion Items

President

1. Structure of communication within ATAF
2. Meeting structure
3. SEATA meetings and notes
4. Documentation of historic record
5. Review Policy & Procedures Manual and Bylaws for potential updates
6. Committees and structure
 - a. Chair appointment process
 - b. Committee roles and tasks
7. Email account
8. Credit card
9. Storage unit location/keys/contract/cost
10. Annual symposium responsibilities
11. Operational items
12. Association budgets and approval process
13. Common account information
14. Timeline of normal business operations
15. General calendar of events

Vice President

1. Structure of communication within ATAF
2. Meeting structure
3. Email account
4. Credit card
5. Common account information
6. Timeline of normal business operations
7. General calendar of events
8. Role within ATAF Education Committee
 - a. Roles and responsibilities during annual Clinical Symposium & Members' Meeting/other ATAF hosted educational events
9. Role within ATAF Finance Committee
 - a. Review of budget submission request
10. Serve as a designee in conjunction with ATAF President for oversight of the ATAF Governmental Affairs Committee
11. Serve as a designee in conjunction with ATAF President for oversight of the ATAF Secondary School Committee
12. Attend in person/virtual meetings appropriate or as designated by the ATAF President including both internal and external ATAF entities including ATAF Constitution/Bylaws Committees, Florida Board of Athletic Training, FASMED, etc.

Secretary

1. Dropbox and file storage locations
2. Meeting process and documents required
 - a. Meeting agenda
 - b. Voting log
 - c. Attendance log
3. Voting process
 - a. In meeting
 - b. Email votes
4. Committee rosters
5. SEATA membership rosters
6. E-Blasts
 - a. Webpage manager: currently Sharri Jackson (sharrijackson@gmail.com)
 - b. SEATA Roster (remove opt-outs)
7. Common accounts
8. Annual Clinical Symposium & Members' Meeting Responsibilities
9. Archives
10. Credit card
11. Timeline of normal business operations
12. General calendar of events
13. Vendors/Sponsors/Partners and deliverables

Treasurer

1. Receives and deposits all ATAF monies in the name of ATAF
 - a. Serves as signatory for all bank accounts
 - b. Arranges for additional signatories for all accounts
2. Executes payments of all ATAF expenditures
3. Furnishes a detailed statement of the financial affairs and investments at the annual ATAF Clinical Symposium & Members' Meeting and NATA Meeting
4. Provide financial statement at monthly Executive Board meetings or to ATAF members upon request
5. Reconciles monthly bank statements and serves as custodian of all financial records
 - a. Arranges for their electronic storage in Dropbox
6. Serves as the Chair of the ATAF the Finance Committee
 - a. Submits a yearly budget to the Executive Board for approval
7. Coordinates registration with the appropriate committee chairs for all ATAF sponsored meetings and manages all related financial matters
8. Coordinates with the ATAF accountant to prepare annual 990 form

APPENDIX D: Whistle Blower, Conflict of Interest, & Commitment to Serve



WHISTLEBLOWER POLICY

The Leadership of The Athletic Trainers Association of Florida, In conjunction with the **National Athletic Trainers’ Association**, is committed to maintaining high standards of ethical, moral, and legal business and professional conduct. In accordance with that aim, the following policy exists to provide an avenue for the Executive Board, committee chairs, members, liaisons, or agents of ATAF to bring forth concerns without fear of reprisals or victimizations.

The ATAF Whistleblower Policy is intended to cover concerns regarding ATAF in some of the following areas but may not be limited to:

- Unlawful activity
- Incorrect financial reporting activity
- Activities not within accordance to ATAF policies and procedures
- Any similar activities of improper conduct

Statement of Policy

No officer, committee chair or member, member in general, liaison or agent of ATAF shall take any form of reprisal nor retaliate against any person, including interference with livelihood, for providing any officer of ATAF or law enforcement officer any truthful information relating to the commission or possible commission of any infraction or offense.

Safeguards

- Harassment or victimization of anyone reporting concerns is not accepted under this policy.
- Confidentiality will be maintained as much as possible when anyone reports concerns.
- Anonymous allegations will be examined as all others, but limit verifications with the source of the allegation. As well, it brings into question the seriousness of the issue as well as the credibility of the source and the allegation.
- Bad faith allegations may result in disciplinary action.

Procedure for Reporting a Concern

- Reports of a concern shall be made, including those of financial concerns to the ATAF President and District Director.
- The issue should be reported as soon as possible in order to expedite and make the process more efficient.
- The reporting complainant should be able to provide evidentiary materials as much as possible and regarded as reasonable. At the very least, complainant should be able to demonstrate such reporting is being made in good faith.

Printed Name

ATAF Role

Signature

Date

Revised January 2018



CONFLICT OF INTEREST POLICY

In their capacity as directors and officers, the individual leaders The Athletic Trainers' Association of Florida, also known as must act at all times in the best interests of the organizations they represent. (The term "Leaders" shall be used in this policy to refer to the officers, liaisons, and committee chairs of ATAF) Moreover, the Executive Board of ATAF (EB), and agents each has an obligation to ensure that the organization maintains a bias-free, decision-making process. The purpose of this policy is to inform Leaders about what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help them to avoid conflicts of interest where necessary. This policy may be enforced against individual Leaders as described below.

1. What Is a Conflict of Interest?

A conflict of interest may arise when a Leader has some other interest that might suggest divided loyalty on the part of the Leader between obligations to ATAF, on one hand, and to some other organization or cause, on the other. The "other interest" may arise from a transaction between ATAF, and a third party, or a Leader's volunteer or paid relationship with a third party, which may compromise a Leader's ability to provide unbiased and undivided loyalty to ATAF.

In order to proactively address any potential conflicts of interest, each Leader is required to annually complete and submit a Disclosure Form detailing any such "other interests." The Leader also must update the Disclosure Form if any material changes or additions to the submitted information arise during the course of the year. On the Disclosure Form, the Leader must list all financial transactions with the organizations, whether the Leader or any family member of the Leader has an interest in any third parties providing goods or services to the organization, and any other (nonprofit or for-profit) organizations with potentially conflicting interests in which the Leader or any family member of the Leader is actively involved, has a significant investment, or owns at least a 1% interest. All paid or unpaid positions or relationships with nonprofit or for-profit third-party organizations that compete with ATAF, or take public positions contrary to those of ATAF, also should be listed. The Leader is encouraged to disclose a relationship if there is any uncertainty as to whether the relationship should be disclosed.

2. How Should Conflicts Be Addressed?

An initial determination as to whether a particular outside transaction or relationship may constitute an actual, potential or apparent conflict of interest shall be made to the Committee on Professional Ethics (COPE) of ATAF/SEATA with the assistance of legal counsel and without the presence of the individual whose involvement in such transaction or relationship is under consideration. This determination shall be made in any circumstance in which a credible potential for a conflict of interest is identified either by an individual Leader (through mandated self-disclosure) or by a third party. However, if the Committee on Professional Ethics concludes that this determination should be made by the Executive Board of ATAF, then the matter shall be referred to the Executive Board (with or without a recommendation from the Committee) for its consideration, deliberation and resolution, with the assistance of legal counsel and without the presence of the individual whose involvement in such transaction or relationship is under consideration. The Executive Board shall have final authority over the resolution of all conflict of interest matters involving the members of such Board.

If the Committee on Professional Ethics believes that a particular relationship or transaction may represent an actual, potential or apparent conflict of interest, it shall first request additional information from the Leader detailing the nature of the relationship or transaction.

When evaluating whether a particular transaction or relationship constitutes an actual, potential or apparent conflict of interest, the Committee on Professional Ethics shall consider the following (non-exhaustive) factors:

- Abusing one's role as a Leader for personal or third-party gain or pleasure (including, but not limited to, the solicitation or acceptance of gifts or other items of value or indirect inducement to provide special treatment on organization matters).
- Placing one's own self-interest, the interest of one's company, organization or another entity for which the individual serves in a leadership, employment or ownership capacity, or the interest of any third party above that of ATAF.
- Engaging in any outside business, professional or other activities that would directly or indirectly materially adversely affect ATAF.
- Providing goods or services to ATAF as a paid vendor.

If the Committee on Professional Ethics determines that a particular relationship or transaction represents an actual, potential or apparent conflict of interest, it shall be referred to the Executive Board whom shall resolve such actual, potential or apparent conflict of interest in one of the following manners:

1. **Waive** the actual, potential or apparent conflict as unlikely to affect the Leader's ability to act in the best interests of the organization;
2. Determine that the individual Leader should be **recused** from all deliberations and decision-making related to the particular transaction which gives rise to the actual, potential or apparent conflict. This resolution should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete programs or activities. For example, if an individual Executive Board member also works for a company that produces an educational program that competes with one or two discrete programs of ATAF, the Committee on Professional Ethics may determine that the Executive Board member should be recused from all deliberations and voting related to such program(s) (both at the outset and on an ongoing basis), but that the Executive Board member need not resign his/her seat on the Executive Board.
3. Determine that the individual Leader must **resign** from his/her service to ATAF, because the actual, potential or apparent conflict is so pervasive that the Leader would seldom, if ever, likely be able to act in the best interests of the organization.
4. The special procedure below is applicable to all instances in which a Leader or the Leaders' company, organization or another entity for which the Leader serves in a leadership, employment or ownership capacity, or a member of the Leader's family seeks to provide goods or services to ATAF, as a paid vendor, or seeks to receive a significant grant or contract. **This procedure shall not apply to pre-existing relationships with Leaders that previously have been disclosed to, and waived by, the Committee on Professional Ethics or the Board of the relevant organization.**
 - a. The Leader must disclose to the Director in advance of any related action to be taken by the Executive Board his/her intent to seek to provide goods or services as a paid vendor to ATAF, or to receive a grant or contract from the organizations.
 - b. The Leader must recuse himself/herself from all deliberations and voting related to the contemplated action.
 - c. If the value of the transaction exceeds \$5,000, ATAF, must, through a request for proposal process, have solicited proposals broadly from other qualified vendors / prospective grant or contract recipients and received (or attempted to receive) written bids from at least three such individuals/entities (including the Leader).

- d. The Executive Board must determine (without the presence or participation of the Leader) that the transaction is fair and in the best interests of ATAF, based on all of the facts and circumstances, and such determination (including the fact that it was made in the absence of the Leader) shall be documented as part of the relevant meeting minutes (all competing bids received shall be retained as well); and
- e. If selected, the Leader may not participate in any process by which his/her performance as a vendor / grant or contract recipient is evaluated.

The attached Conflict of Interest Disclosure Form and Nondisclosure Agreement shall be completed, signed and submitted by all ATAF Executive Board members and committee chairs on an annual basis at the end of the annual ATAF Executive Board Meeting in conjunction with the ATAF Clinical Symposium and Members Meeting or upon voted approval of position by ATAF, which ever comes first.

Revised January 2018



CONFLICT OF INTEREST DISCLOSURE FORM

To help avoid any conflicts of interest, you are disclosing ownership or other proprietary interests, responsibilities, circumstances, or other reasons why you (or, by extension, any member of your family) might have an actual, apparent or potential conflict of interest with your duty to ATAF, (as applicable), both with respect to the conflicts identified in the attached policy and any others. You hereby invite further review by ATAF, (as applicable) of any aspects of these circumstances that might be appropriate. In addition, you agree to take other steps, such as avoiding deliberation and resolution of certain issues or even withdrawing from your membership on the applicable Executive Board, if it is determined that such steps are necessary to protect the integrity of the Executive Board and avoid the breach of your fiduciary duty to ATAF, (as applicable). Finally, during such time as you continue to serve on the applicable Board, you agree to notify the Chairman of such Board promptly if and when you determine that any additional actual, apparent or potential conflict of interest with your duty to ATAF, arises subsequent to the execution of this form. Please check the appropriate section at the bottom of this page.

NONDISCLOSURE AGREEMENT

I agree that any confidential information disclosed to me by members or staff of ATAF, or by third parties, in connection with my membership on the applicable Executive Board of these organizations will be treated as such. I will not use or disclose such information except as may be authorized by ATAF, and will make my best effort to prevent its unauthorized disclosure. Confidential information shall include all such information relating to ATAF's members or to ATAF's operations, policies, plans, goals, or objectives. Confidential information shall not include information previously known to me, the ATAF membership, the general public, or previously recognized as standard practice in the field. I acknowledge that unauthorized disclosure of confidential information could cause irreparable harm and significant injury to ATAF and NATA members. I agree that, upon request, I will return to ATAF, (as applicable) all materials supplied to me by them, including agendas, minutes and supporting documents.

I have read the foregoing Conflict of Interest Policy, Conflict of Interest Disclosure Form, and Nondisclosure Agreement and agree to abide by their terms.

- I have no conflicts to disclose but agree to abide by all of the above terms and conditions.
- I have attached a statement of conflicts disclosure and agree to abide by all of the above terms and conditions.

Signature

Printed Name

Organization

Date

Title

Revised January 2018



COMMITMENT TO SERVE

As a member of the ATAF Executive Board and/or ATAF Committee, I pledge to perform the duties and obligations inherent in my role. I understand I am accepting a one year renewable commitment to service, and that this requires my leadership at in-person and online meetings and conference calls. I am aware that not meeting the commitments outlined below may lead to dismissal. As an ATAF Committee Chair (if applicable), I understand that I must receive a majority vote by the ATAF board members to renew my position.

MY ROLE

ATAF board members and committee chairs are charged with (1) upholding and helping fulfill ATAF's mission by overseeing and/or assisting with projects and activities that align with the organization's bylaws, policies and procedures and strategic plan; (2) carrying out the functions assigned to me by ATAF's Executive Board; and (3) remaining up-to-date on events and circumstances affecting ATAF and SEATA/NATA and those that all groups serve.

MY COMMITMENT

I will exercise the duties and responsibilities of my role with integrity, collegiality and due care.

I pledge to:

1. Make every effort to participate in all meetings related to my position within ATAF.
2. Be prepared for discussion at scheduled meetings by becoming familiar with all agenda topics in advance.
3. Meet deadlines on all projects and assignments I am given.
4. Submit reports to my liaison and/or board member, plus additional reports if requested, detailing ATAF activities.
5. Represent ATAF in a positive and supportive manner.
6. Display courteous conduct in meetings.
7. Avoid conflicts of interest in my position as an ATAF volunteer. When appropriate, I agree to abstain from being present and/or discussing and/or voting on such matters.

_____ Yes, I commit to the above and would like to serve among the ATAF Executive Board and it's supporting committees. If I am unable to carry out my duties, I agree to resign my position.

_____ No, I am unable to fulfill the duties above and regret I cannot serve in this capacity.

Printed Name

ATAF Role

Signature

Date

Revised January 2018

APPENDIX E: ATAF Charter & Project Management Forms

| Athletic Trainers Association of Florida Charter | | | | | |
|--|---|-----------------------|----------|---------|------|
| Team Name: | | | | | |
| Start Date: | | End Date: | | | |
| Sponsor: | | | | | |
| Champion(s): | | | | | |
| Members: | | | | | |
| Process Owner(s): | | | | | |
| Element | Description | Summary | | | |
| 1. Initiative Priority | Identify the strategic priority or priorities that will be project is successfully completed (select all that apply). | Priority | | Applies | |
| | | Engagement | | | |
| | | Advancement | | | |
| | | Patient-Centered Care | | | |
| | | Subsections: | | | |
| 2. Aim Statement | Provide the Aim Statement of this project. | | | | |
| 3. Committees or Task Force(s) Affected | Please list other committees or task force(s) anticipated to be affected by this project. | | | | |
| 4. What improvement is targeted? | How will you know change is an improvement? | Measure | Baseline | Goal | Unit |
| | | | 20xx | 20xx | |
| | | | | | |
| | | | | | |
| | | | | | |
| 5. Situation Assessment | Where does this opportunity or problem live? | | | | |
| 6. Team | What are the roles required to successfully complete this project? | | | | |
| 7. Team Meetings | How frequently will the team be meeting? | | | | |
| 8. Resources Required | In order to complete the work, will any dedicated resources or overtime be needed? | | | | |

ATAF Mission The Athletic Trainers' Association of Florida serves the professional interests of athletic trainers (ATs) in Florida and advocates for clinical practice advancement and recognition of ATs as integral healthcare providers.

ATAF Vision The Athletic Trainers' Association of Florida (ATAF) will serve as an advocate for its members and promote a multi-disciplinary health care model of patient-centered care to advance the profession. ATAF aims to represent every athletic trainer working in Florida and strives to ensure every physically active individual within Florida has access to an athletic trainer.

ATAF Values Engagement, Advancement, Patient-Centered Care

Signature: _____
 Sponsor: _____

Date: _____
 Date: _____





Project Management Milestones and Deliverable Dates Form

| <i>Nu.</i> | <i>Milestone/Deliverable</i> | <i>Start Date</i> | <i>Due Date</i> | <i>Status (Pending, In Progress, At Risk, Overdue)</i> | <i>Notes</i> |
|------------|------------------------------|-------------------|-----------------|--|--------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

WWW

| <i>Nu.</i> | <i>Task</i> | <i>Owner</i> | <i>Due Date</i> | <i>Status (Pending, In Progress, At Risk, Overdue, Completed)</i> | <i>Notes</i> |
|------------|-------------|--------------|-----------------|---|--------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Action Items

| <i>Meeting Date</i> | <i>Action Item</i> | <i>Owner</i> | <i>Due Date</i> | <i>Status</i> | <i>Notes</i> |
|---------------------|--------------------|--------------|-----------------|---------------|--------------|
| | | | | | |
| | | | | | |

Status Calls

| <i>Date</i> | <i>Status (G, Y, R)</i> | <i>Key Accomplishments</i> | <i>Key Issues</i> | <i>Notes</i> |
|-------------|-------------------------|----------------------------|-------------------|--------------|
| | | | | |
| | | | | |

APPENDIX F: ATAF Expense Reimbursement Form



OPERATIONAL POLICY AND PROCEDURE MANUAL

| Expense Report | | | Athletic Trainers' Association of Florida | | EXPENSE REPORT TOTAL | |
|-----------------|--------------|----------------|---|----------------------|----------------------|-------------------|
| | | | PO Box 340654 | Tampa, FL 33694-0654 | \$0.00 | |
| Name: | Purpose: | Mileage Rate: | \$0.58/mile | | HOTEL | TRANSPORT/MILEAGE |
| Address: | Start Date: | Total Mileage: | | | \$0.00 | \$0.00 |
| City: | Zip: | Hotel Rate: | | | MEALS | OTHER |
| ATAF Position: | End Date: | Approved By: | [enter name], Treasurer | | \$0.00 | \$0.00 |
| Date Submitted: | Approved By: | | Treasurer@ataf.org | | | |

| Date | Description | Hotel | Meals | Transport | Tips | Other | Daily Total |
|--|-------------|-------|-------|-----------|------|-------|-------------|
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| | | | | | | | \$0.00 |
| Describe nature of event and any other expenses: | | | | | | | |

REIMBURSEMENTS

All reimbursable transactions must be approved by the ATAF President or Treasurer
 A brief, detailed explanation of expenditure is required (use space below).
 Receipts must accompany expense form.
 Forms must be filled in legibly, correctly, and have all receipts enclosed.
 Reimbursement forms must be submitted to Treasurer within **30 days** of event/transaction.
 Please indicate if you prefer a check mailed to you at the address listed above
 or
 Zelle Payment to _____

For Office Use Only:

Date _____

Debit _____

Deposit _____

Check _____

Treasurer's Signature: _____

APPENDIX G: ATAF Corporate Partnership Form [Example CY2023]

The Athletic Trainers’ Association of Florida



Dear Corporate Partners,

The Athletic Trainers’ Association of Florida (ATAF) has impacted the work of Athletic Trainers for 40 years, thank you to our partners who have supported us along the way! We hope you will join us July 7 – 9 for our 2023 ATAF Clinical Symposium and Members Meeting held at the Embassy Suites Lake Buena Vista South - Kyngs Heath Road in Kissimmee, Florida.

ATAF, established in 1983, is an organization that serves the athletic trainers in the State of Florida to support their professional development and role within the healthcare community. With the leadership of the Executive Board and various committees, ATAF strives to be recognized nationally for promoting the best practices of patient-centered care to advance the profession.

We are committed to the advancement of our profession through education, community engagement, legislative efforts, and professional development, dedicating financial support and leadership, ultimately enhancing patient-centered care.

Included are the ATAF sponsorship opportunities detailing our sponsorship levels and specific options available for the calendar year – beginning the first week of January 2023 and ending December 31, 2023. Once you have selected your level of participation, please email your completed forms to ATAF.Sponsors@ataf.org.

Thank you for partnering with ATAF – we value your commitment to helping us advance our mission! We look forward to seeing you in Kissimmee!

Sincerely,

Joe Kanefsky

Joe Kanefsky PhD, ATC
Sponsorship Chair
The Athletic Trainers’ Association of Florida

Patricia M. Tripp

Patricia M. Tripp, PhD, LAT, ATC, CSCS
President
The Athletic Trainers’ Association of Florida

2023 ATAF Sponsorship Levels



| | Title Partner \$5,000 Sold | Platinum Partner \$2,500 | Gold Partner \$1000 | Silver Partner \$450 | Bronze Partner \$150 |
|--|---|-----------------------------|------------------------|-------------------------|-------------------------|
| Company Naming Rights to Symposium | X | | | | |
| Company Naming Rights to Sponsorship Award | X | | | | |
| Company Presentation (5 minutes) in front of attendees or via pre-recorded video message | X | X | | | |
| Option to market on ATAF social media once every two months | X | X | | | |
| Break Sponsorship (sign with logo displayed during break, company name included in agenda) | - | X | | | |
| Spotlighted company logo and feature on ATAF website Homepage.* | X | X | X | | |
| Access to event attendee list (for single use) | X | X | X | X | |
| Company logo included on monthly eblasts* | X | X | X | X | |
| Single vendor booth space at annual symposium (includes 1 skirted table)# | X | X | X | X | |
| Insert in symposium registration packet (provided by partner) | X | X | X | X | X |
| Hyperlinked company logo on symposium event website (until conclusion of event). | X | X | X | X | X |

*These benefits will be from date paid to Dec 31st of the current calendar year.

^Sponsor should provide content; ATAF must approve content.

#Additional skirted table available upon request (Only available for Title, Platinum & Gold Partners)

2023 ATAF Sponsorship Registration Form



Company Name: _____

Contact Person: _____

Contact Phone #: _____ Contact Email: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Name & Email of Person(s) attending the symposium (if applicable):

Website: _____

Sponsorship Level: (Please check one)

- Sold** Title Partner - \$5,000
 Platinum Partner - \$2,500
 Gold Partner - \$1000
 Silver Partner - \$450
 Bronze Partner - \$150

Agreement: Partnership agreement runs for the 2023 calendar year, beginning immediately following full payment of sponsorship and concludes December 31, 2023.

Company Representative Name: _____ Date: _____

Company Representative Signature: _____ Date: _____

ATAF Representative Signature: _____ Date: _____

ATAF Representative Name: _____ Date: _____

Please send payment to the following address and make check payable to "ATAF". If you prefer to pay electronically, please email treasurer@ataf.org for instructions.

ATAF
Attn: Micki Cuppett, EdD, LAT, ATC
PO Box 340654
Tampa, FL 33694

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