

# Montana Athletic Trainers' Association Policy and Procedure Manual



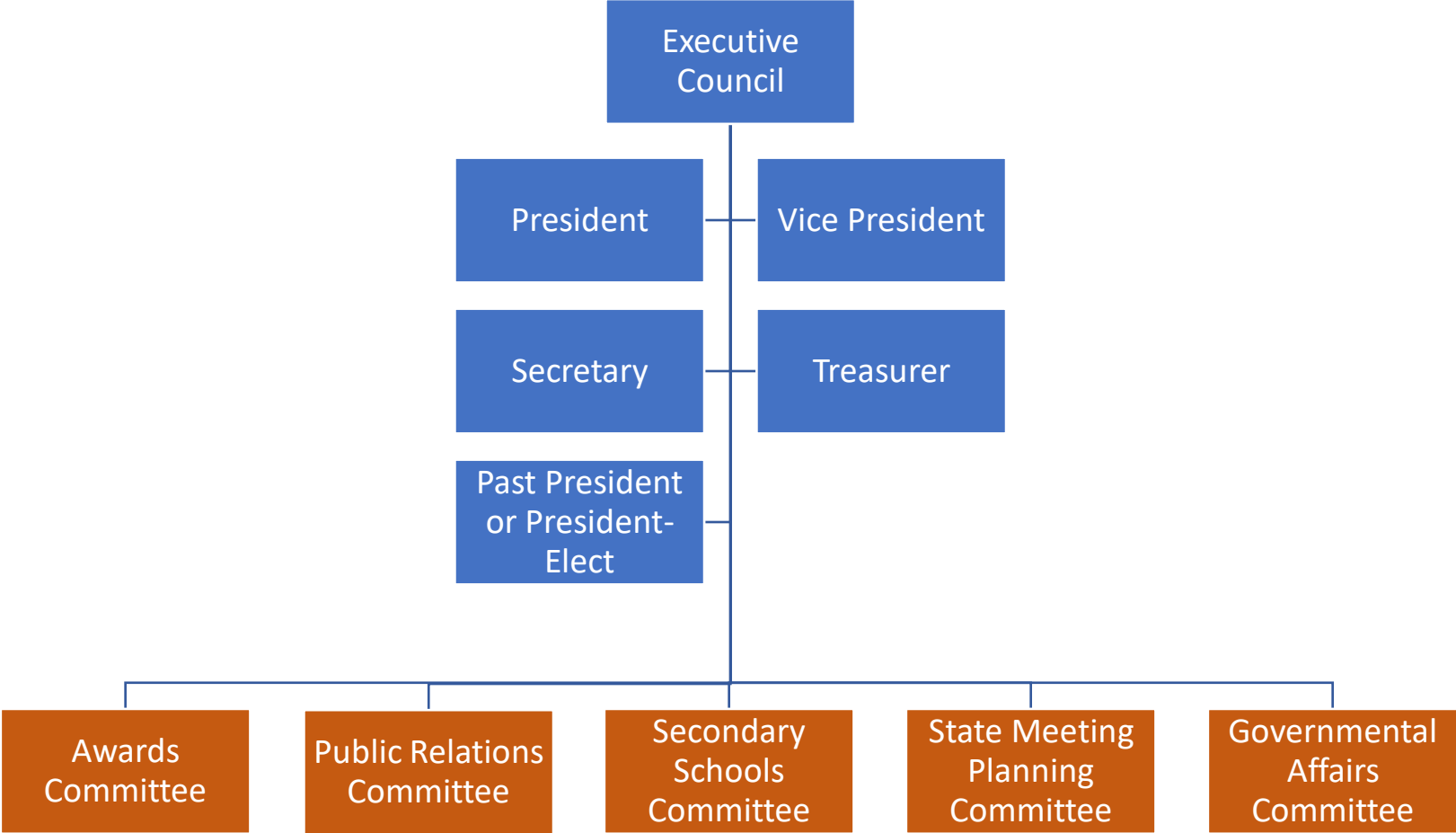
MONTANA  
ATHLETIC  
TRAINERS'  
ASSOCIATION

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**Organizational Structure**



## **Vision**

Empower athletic trainers to provide the highest quality patient care through education and advocacy.

## **Mission**

The Montana Athletic Trainers' Association (MTATA) is the professional association for athletic trainers in Montana. The MTATA directly serves its members by advancing, improving, and promoting the profession of athletic training. The MTATA serves the people of Montana through its commitment to advancing the health care provided by athletic trainers.

## **Executive Council**

The executive council shall exist of the president, president-elect, vice-president, secretary, treasurer and past president. Ultimate responsibility for the MTATA rests with the Executive Council, which is the primary force pressing the MTATA to the fulfillment of its obligations to its members.

Duties:

1. Develop or approve the policies that govern MTATA operations.
2. The Executive Council carries the overall fiscal responsibility for the MTATA. The Executive Council shall be responsible for the MTATA's financial health and security through regular review of finances, investments, operating budget and fundraising efforts.
3. Establish the mission, goals, objectives and strategies of the MTATA. Assist with development and approve long-range strategic plans. Review and approve major programs as well as all grants and awards.
4. Develop and participate in a process of regular self-evaluation including an assessment every year of the environment of the athletic training profession in order to develop new initiatives in response as warranted.
5. Elect Board members and officers.

## **President**

The President presides over the annual meeting as well as all meetings of the Executive Council. The President shall have general charge of MTATA business and carry out its policies under the direction of Executive Council.

Term Length: Two (2) year terms, starting and ending at the end of the annual state meeting, once renewable

Duties

1. The President works with MTATA members to set goals and objectives and effectively communicate priorities and expectations to members.

2. The President organizes. S/he is responsible for the implementation of Policies & Procedures by dividing tasks into manageable assignments. S/he names temporary task forces, appoints their chairpersons and is responsible for selecting the best person(s) for a job to ensure assignments are carried out in a timely fashion.
3. The President is a motivator. S/he instills activism. A critical job of the President is developing the Executive Council into a highly functioning team. The President must constantly communicate with fellow council members and clarify their roles, make assignments according to individual interests and respect each member's individual needs and motivations.
4. The President is a catalyst for change. S/he assigns projects to volunteers for completion and is responsible for selecting the best person(s) for a job to ensure assignments are carried out in a timely fashion.
5. The President calls meetings of the Executive Council, presides over them and is responsible for maintaining agenda integrity and keeping the meetings focused.
6. The President serves as the official spokesperson for the MTATA.

### **President-Elect**

The President-Elect is a voting officer of the Executive Council and shall serve as needed/directed by the President. The President-Elect shall work closely with the President to gain an understanding of the position of President of MTATA.

Term Length: Maximum of 1 year

#### Duties

1. The President-Elect supports the President in his/her duties as outlined above.
2. The President-Elect works closely with the President to gain full understanding of the position of President of MTATA.

### **Vice President**

The Vice President is a voting officer of the Executive Council and supports the President in his/her duties.

Term Length: Three years, non-renewable

#### Duties

1. The Vice President facilitates communication with members.
2. The Vice President maintains the MTATA website and social media outlets.
3. The Vice President supports the MTATA State Meeting Planning Committee in facilitating Annual Meeting registration.
4. The Vice President supports the work of MTATA Committees as needed.

## **Secretary**

The Secretary is a voting member of Executive Council and supports the duties of President and Vice President.

Term Length: Two years, renewable once

### **Duties**

1. The Secretary keeps general records of the MTATA, including minutes of the meetings of the Executive Council and business meeting.
2. The Secretary will seek out sponsorships to support the MTATA.
3. The Secretary supports the work of MTATA Committees as needed.

## **Treasurer**

The Treasurer is a voting member of Executive Council and supports the duties of President and Vice President. The Treasurer is an appointed position by the President and must be approved by a majority of members of the Executive Council.

Term Length: Three years, renewable consecutive terms

### **Duties**

1. The Treasurer supervises all financial activities of the MTATA and provides reports to the Executive Council and membership.
2. The Treasurer supports the work of MTATA Committees as needed.
3. The Treasurer is responsible for accounting and planning. As directed by the Executive Council, the Treasurer shall contract with external auditing, accounting, and financial planning resources to ensure appropriate use of MTATA funds.

## **Past President**

The Past President is a voting member (in the event of a tie) of Executive Council and serves as directed by the President. The purpose of this position is to facilitate continuity and consistency in the MTATA.

Term Length: One year

### **Duties**

1. Support the President during his/her first year in office.
2. Complete tasks as directed by President and Executive Council.

## **Executive Council Succession Plan & Timeline**

### Elections:

Elections are overseen by the MTATA Executive Council to ensure all nominated individuals meet the eligibility criteria set forth in the organization's bylaws and policies & procedures manual. Ballots shall be emailed to MTATA members following nomination of candidates. Ballots shall contain a candidate's letter of interest and CV for members to review. Candidates receiving the largest number of votes will take office at the end of the next annual state meeting.

### Nominations:

A call for nominations for open positions on Executive Council will be made at the annual meeting one year prior to the expiration of the term of the current President. Nominations may be sought from the membership.

### Eligibility:

1. Candidates must be Certified by the Board of Certification and in good standing.
2. Candidates must be a member of the National Athletic Trainers' Association and in good standing.
3. Candidates must be a member of the MTATA and in good standing.
4. Candidates must be a licensed athletic trainer in Montana.
5. Candidates must have an NPI number.

### Timeline:

April Executive Council will identify members up for renewal, as well as positions that will be open the following June

June Call for Nominations

July Candidate Letters of Interest and CVs are submitted

August-Sept Elections are held for membership vote

MTATA President will send new members relevant materials (bylaws, policy and procedure manual, dropbox access and upcoming meeting and call information)

### Re-Election:

If the President or Secretary desire to serve in office for a second term, he/she should make this intention known in writing to the Executive Council one year prior to the end of their term.

## **MTATA Committees**

### **Chair, Secondary Schools**

The MTATA Secondary Schools Committee (SSC) shall work to build relationships within and among Montana High Schools to advance athletic training and health care services provided. The MTATA SSC shall interact with the MHSA.

Term: Three years, once renewable

### **Chair, Awards**

The MTATA Awards committee shall solicit and review nominations for the MTATA Hall of Fame and other awards as developed by the committee and approved by Executive Council.

Term: Three years, once renewable

### **Chair, Public Relations**

The MTATA Public Relations Committee shall focus on promotion of the profession across the state and facilitate fundraising initiatives of the Executive Council.

Term: Three years, once renewable

### **Chair, State Meeting Planning Committee**

The MTATA State Meeting Planning Committee shall focus on development of an annual state meeting in a central location for members to attend and provide opportunities for continuing education.

Term: Three years, once renewable

### **Chair, Governmental Affairs**

The MTATA Governmental Affairs Committee shall handle all legislative and regulatory affairs of the MTATA as required or designated by the President and/or Executive Council. By-laws should be examined and revised as needed on an annual basis.

Term: Three years, once renewable

### **Committee Member Appointment and Term:**

Open calls for committee members will occur each spring as vacancies arise. MTATA members interested in serving on a committee shall contact the MTATA President to express interest in serving. Committee Chairs will determine the size and make-up of their respective committees.



Executive Council shall not serve as committee members unless vacancies are left unfilled.

Committee members shall not serve on more than two committees.

Committee Chairs shall not serve on more than one committee.

Committee members may be asked to participate on a task force at the discretion of the Executive Council.

Term: One-year term, starting and ending in June, renewable

### **Committee Communication to the Executive Council**

To ensure adequate communication between the committees and the MTATA Executive Council, each committee will be asked to meet via video conference call twice throughout the year. These meetings will occur in October/November and March/April.

Following each meeting, Committee chairs will send an agenda for the meeting and an updated copy of the Committee Initiative Form to the Executive Council. These documents should be sent by December 1 for the fall meeting and May 1 for the spring meeting. The goal of this meeting is to increase committee member involvement and allow for better communication between the committees and the executive council. Submitting these reports in a timely manner will allow for the Executive Council to best meet the needs of each committee.

### **MTATA Social Media Policy**

The purpose of this policy is to establish guidelines for usage of MTATA social media accounts. Social media includes all forms of online publishing and discussion, including but not limited to the MTATA website (mtata.org), Facebook, Twitter, and Instagram. This policy covers the conduct and expectations, policies, audiences, definitions, standards, guidelines and examples for members and the public when participating in MTATA social media platforms. The MTATA must ensure the use of social media communications falls in line with the association's mission and vision and aids in improving member involvement with the MTATA.

#### **Authorized Users:**

- The MTATA Vice-President will be primarily in charge of managing social media accounts as a function of their role with member communication
- The MTATA President will have access to social media accounts to aid the Vice President in getting content and messages to the membership

- The MTATA Executive Council may allow access of social media accounts to the chair of the public relations committee when deemed necessary and in the best interest of the MTATA's mission and vision

### **Content Guidelines**

- Posting on MTATA social media accounts should include content relevant to the vision and mission of the MTATA
- All content must conform to all appropriate laws and regulations, including but not limited to HIPAA and FERPA guidelines.
- Some specific examples of prohibited social media content include posting commentary, content, or images that are defamatory, pornographic, proprietary, or harassing
- Content should not be published if it is considered confidential or not public information
- Content must be polite and respectful to individuals of all demographics, race, religion, gender, profession, etc.
- Any messaging that may occur within a social media platform should maintain the same tone as if interacting with someone in person on behalf of the MTATA

### **Editorial Control**

- At any time, the MTATA President is authorized to remove any content that does not meet the rules and guidelines of the aforementioned policy or may be illegal or offensive. Removal of such information will be done without permission of the author or advance warning.
- The MTATA expects all public users (members, non-members) to abide by all guidelines of the association policy mentioned above and the MTATA reserves the right to act in removing offensive or illegal content
- Social media comments from public users that require response will be addressed in a timely but thoughtful, and respectful manner by the MTATA President, with guidance from the Executive Council if necessary

## **MTATA Logo Use Guidelines/Name Branding**

This policy provides usage guidelines for the Montana Athletic Trainers' Association (MTATA) name and/or logo. The MTATA Executive Council shall use this document when implementing policy and for any individual or organization requesting usage of the MTATA logo. The MTATA logo was developed specifically by the MTATA Members for use as its sole and primary logo. The purpose of the MTATA logo is to further build recognition of the MTATA's vision and mission.

The MTATA logo is property of the Montana Athletic Trainers' Association (MTATA) but may be used with the terms and conditions set forth below. Use of the logos shall constitute consideration for, agreement to, and acceptance of the following terms and conditions:

1. The logo is the sole and exclusive property of the MTATA. This logo may be used by National Athletic Trainers' Association (NATA) members in good standing, if and only if such use is made pursuant to these terms and conditions. Any failure by a user to comply with the terms and conditions will be reported to the NATA for violation of NATA Code of Ethics 4.2.
2. The logo may not be revised or altered in any way, and must be displayed in the same form as produced by the MTATA. It cannot be incorporated into any other logo design. The logos must be printed in a color approved by the MTATA Executive Council.
3. The MTATA logo will appear solely on articles of clothing produced by a merchandise provider designated by the MTATA Executive Council. Such clothing includes shirts, sweaters, jackets, shorts/pants, caps/hats, and socks. The MTATA logo may appear as a lapel pin, sticker, or other merchandise produced by a designated merchandise provider hired by the MTATA.
4. The logos may be used in a professional manner on the user's business cards, stationery, literature, advertisements, store-front window, or in any other comparable manner with the purpose being to identify the bearer or individual listed as an official representative of the MTATA, an athletic trainer or member affiliate of the MTATA and supporter of the MTATA.
5. The logo may not be used in any manner that, in the sole discretion of MTATA: discredits MTATA or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between MTATA and the user, including but not limited to any use of the logos that might be reasonably construed as an endorsement, approval, sponsorship, or certification by MTATA of the user, the user's business or organization, or the user's products or services, or that might be reasonably construed as support or encouragement to purchase or utilize the user's products or services.
6. The MTATA logo may be displayed electronically (e.g., on a website) along with proper terminology (i.e., MTATA, Montana Athletic Trainers' Association), at the discretion of the MTATA Executive Council.

### **Application and Review Process for Logo Usage**

1. Requests for use of the MTATA logo and/or MTATA name for commercial events, activities, and/or products must be made in writing to the MTATA President.

2. MTATA Executive Council will vote on approval to use the logo and provide written verification of approval for commercial events and/or non-personal use of the logo and/or name

**The MTATA retains the right to modify or alter these Policies & Procedures at any time, and in any manner, and may prohibit any use of the MTATA logo, which the MTATA Executive Council determines is inconsistent with its goals.**

## **MTATA Virtual Meeting Refund Policy**

The following terms and conditions have been established by the Montana Athletic Trainers' Association (MTATA) for participation in any MTATA hosted online based educational offerings or meetings

### **Registration Payment:**

- The MTATA will designate a payment service when a fee is required for an online offering. All registrants must pay through this service
- Automated Clearing House (ACH), Purchase Orders, Money Orders, checks or cash are not accepted
- Pricing may include a transaction processing fee charged by the designated online payment system
- Online webpages used for registration will incorporate encryption software to provide protection of participant's credit/debit card information and a secure site for the transmission of participant data
- Different pricing options may be used for NATA/MTATA members, non-members, students, and other healthcare professionals as determined by the MTATA Executive Council

### **Registration Cancellation**

- Once a participant has registered, the participant will be granted a "Registration Grace Period," and be eligible to receive a refund of registration fees paid to MTATA minus any transaction processing fees that were charged at the time of registration. The Registration Grace Period will run from the time the participant pays for registration until 7-days prior to the day of the event. If the participant registers 7-days or less prior to the date of the event, the Registration Grace Period will not apply and the participant will not be eligible for a registration cancellation refund
- To be eligible for a registration cancellation refund, the participant must cancel registration during the Registration Grace Period, in writing, sent to [mtata4110@gmail.com](mailto:mtata4110@gmail.com)
- No cash refunds will be provided under any circumstance

## **Refunds**

- In the event the MTATA must cancel an entire online event prior to the scheduled date due to unforeseen circumstances, the MTATA will refund all registered participants their cost of registration
- In the event of unforeseen circumstances resulting in all or a portion of the event to not be presented during the scheduled time frame, the MTATA will re-schedule the event. If event cannot be re-scheduled, the MTATA will refund all registered participants for portions of the event that had to be canceled.

## **Unforeseen Circumstances Defined for Refunds**

- “Unforeseen circumstances” is used to describe an event that is unexpected and prevents the MTATA from continuing with the online program offering. Examples of such circumstances can include, but are not limited to, technology challenges and presenter absence

## **MTATA Virtual Meeting CEU Policy**

The Montana Athletic Trainers’ Association (BOC AP#: P10056) is approved by the Board of Certification, Inc. to provide continuing education to Certified Athletic Trainers. Each program offered by the MTATA will be eligible for a maximum number of hours. ATs should claim only those hours actually spent in the educational program.

Attendance for virtual synchronous programs will be tracked by logging into the virtual platform. Attendance for virtual asynchronous programs will be tracked by completion of the assessments and evaluations. Certificates for completion of the CEU programming will be emailed to participants who have completed these requirements by a date designated by the MTATA. Participants will also receive handouts from each speaker following the conclusion of the programming.



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# Montana Athletic Trainers' Association

**Committee Member  
Commitment to Serve**

**20XX-20XX**

As a member of the MTATA \_\_\_\_\_ Committee (insert committee name), I pledge to perform the duties and obligations inherent in my role. I understand I am accepting a one year 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 and that I must receive a majority vote by my fellow board members to serve a second term. Additionally, I am aware that I must be a registered MTATA member to be included on this committee.

### MY ROLE

MTATA Committee members are charged with (1) upholding and helping fulfill the MTATA'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 my specific committee; and (3) remaining up-to-date on events and circumstances affecting the MTATA and those we serve.

### MY COMMITMENT

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

I pledge to:

1. Make every effort to participate in all meetings related to my position on the committee.
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 the MTATA Executive Board (if applicable), plus additional reports if requested, detailing my assigned committee's activities.
5. Represent the MTATA in a positive and supportive manner.
6. Display courteous conduct in meetings.
7. Avoid conflicts of interest in my position as an MTATA volunteer.

\_\_\_\_ Yes, I commit to the above and would like to serve on the MTATA \_\_\_\_\_ Committee. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
NATA and NPI Number