

OHIO ATHLETIC TRAINERS' ASSOCIATION

OPERATIONS MANUAL



Formed: May 6, 2010

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SECTION I: OFFICERS

PRESIDENT

Duties and Responsibilities:

1. Serves as Chair of the Executive Committee.
2. Calls all meetings of the Executive Committee and/or Association as deemed necessary.
3. Serves as a voting member of the Executive Committee as a tiebreaker vote when needed.
4. Serves as official spokesperson of the Executive Committee.
5. Implements the mandates and policies of the Association.
6. Possesses full power and responsibility to transact all business for and on behalf of the Association and serves as a secondary signatory on all financial accounts.
7. Presides over all Association meetings.
8. Appoints District Board members, standing committee members, and liaisons with the review of the Executive Committee.
 - a. Appointments are made by the President upon reviewing the submissions from members regarding their interest in volunteering for a position.
 - b. Members can submit their interest during the year. If there is not a vacancy in the position, the changeover will occur when the President-Elect takes the office of President at the winter Executive Committee meeting.
 - c. Members can submit their interest in the following ways:
 - i. Complete a Universal Interest Form (UIF) online which will be directed to the President.
 - ii. Email the President-Elect prior to him/her resuming the office of President.
 - iii. Email the President during the off-cycle or during the President's term.
 - iv. Email their District Representative who will forward the request to the President-Elect or President depending on the term in progress.
 - d. After receipt of the UIF, the President and/or the Secretary will complete the following:
 - i. Check OATA membership of the interested member.
 - ii. Email and/or call the member with an extension of appreciation for his/her interest. If the interested party is not a member, information on membership to the NATA and/or OATA will be shared as this is a requirement to be on an OATA committee.
 - e. The President will review committee appointments with the Executive Committee.
 - f. After final approval, the Chair of each committee will contact the new member to orient him or her on the background, expectations, goals, and any other pertinent information pertaining to the committee.
 - g. Committee members serve at the discretion of the President.
9. Creates and designates membership appointments to a task force or ad-hoc committee as necessary.
10. Serves as Advisor of the following committees:
 - a. Legal Counsel Committee.
 - b. OATA Physician Advisory Group.
11. Serves as the OATA representative to the NATA State Association Advisory Committee (SAAC).
Can appoint a replacement if unable to attend meetings.
12. Serves as ex-officio member of all committees.
13. Serves as Chair of the athletic trainer members of the Joint Advisory Committee on Sports Medicine of the OSMA, OHSAA, and OATA, effective August 2003.
14. In the event of an investigation of unethical behavior of the Chair or Sub-chair of the Ethics Committee, the President will appoint an individual to serve in stated role.
15. Shall perform the following actions as Advisor of designated committees:

- a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
16. Shall award the OATA President's Award to members who have gone above and beyond the call of duty in service to the association. This award is given at the discretion of the President.

PRESIDENT-ELECT

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee.
2. Serves as the President pro-tempore in the absence of the President from regularly scheduled meetings.
3. Maintains Approved Provider status through the Board of Certification (BOC).
4. Serves as Advisor of the following committees:
 - a. Annual Meeting Planning Committee; helps with the administration of Annual Meeting.
 - b. Nominating Committee; reviews officer candidate biographies for eligibility and conducts election.
 - c. Committee on Research and Grants.
5. Shall perform the following actions as Advisor of designated committees:
 - a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
6. Completes "*Continuing Existence Form*" and sends to the Ohio Secretary of State every 5 years.
7. Performs other duties as assigned by the President.

VICE PRESIDENT OF GOVERNMENTAL AFFAIRS

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee.
2. Serves as custodian of the OATA Constitution, By-Laws, Code of Ethics, and Operations Manual.
3. Serves on Legal Counsel Committee.
4. Maintains communication with Chair of Athletic Training Section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Training Board.
5. Maintains communication with OAHPERD liaison.
6. Serves as Advisor of the following committees:
 - a. ATs Care – Ohio
 - b. Legislative Committee
7. Shall perform the following actions as Advisor of designated committees:
 - a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
8. Performs other duties as assigned by the President.

VICE PRESIDENT OF INTRA-ASSOCIATION AFFAIRS

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee.
2. Serves as Advisor of the following committees:

- a. College/University Athletic Trainers Committee
- b. Committee on Practice Advancement
- c. Secondary School Committee
- d. Student Senate Committee
- e. Young Professionals Committee
3. Shall perform the following actions as Advisor of designated committees:
 - a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
4. Performs other duties as assigned by the President.

IMMEDIATE PAST PRESIDENT

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee.
2. Serves as Parliamentarian for Executive Committee and Association meetings.
3. Serves as Advisor of the following committees:
 - a. Awards Committees
 - i. Athletic Trainer of the Year Committee
 - ii. Committee on Scholarships
 - iii. Hall of Fame Committee
 - iv. Honorary Membership Award Committee
 - v. Linda Weber Daniel Outstanding Mentor Award Committee
 - vi. OATA Service Award Committee
 - vii. Special Consideration Award Committee
 - viii. Team Physician Award Committee
 - b. Ethics and Procedural Review Committee
 - c. Finance Committee
4. Serves on Joint Advisory Committee.
5. Serves as state representative for National and District Awards.
6. Shall perform the following actions as Advisor of designated committees:
 - a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
7. Performs other duties as assigned by the President.

SECRETARY

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee.
2. Serves as custodian of all records, books, and papers belonging to the Association, excluding the Constitution, By-Laws, Code of Ethics, Operations Manual and financial records.
3. Records minutes of all Executive Committee meetings and general business meetings and distributes necessary information to the Association's membership.
4. Conducts official correspondence of the Association as directed by the Executive Committee.
5. Maintains accurate membership directory and makes available via OATA website. Directory updated quarterly or as imports from the NATA are made available.
6. Provides signature of approval of all new membership application and classification changes.
7. Provides applications to prospective members upon request. New members can be solicited from:

- a. Other OATA members
 - b. OTPTAT Board E-license look-up
 - c. Annual mailing list
8. Submits a membership report to the Executive Committee and Association membership at the annual meeting. Coordinates membership information with: 1) District Board, 2) OATA Awards Committees, and 3) OTPTAT Board.
 9. Provides a copy of the Constitution, By-Laws, Code of Ethics, Operations Manual, and listing of all standing and ad-hoc committees, and liaisons in the Executive Committee Dropbox.
 10. Serves on Legal Counsel Committee.
 11. Serves as Advisor of the following committees:
 - a. History and Archives Committee
 - b. Communications Committee
 - c. Memorial Resolutions Committee
 12. Oversees operation of the OATA website and updates the website via the Webmaster as necessary and appropriate.
 13. Oversees the production of monthly newsletters. Information is due to the Newsletter Coordinator by the 15th of each month.
 14. Provides the following services to the membership:
 - a. Brochures of the OATA are available to all members. The first 30 in any calendar year are free of charge. Additional brochures are available for a charge of \$25.00 per 100.
 - b. Provides mailing labels of the membership for purchase. Cost is \$100.00 for the entire state or \$40.00 per district mailing if the labels are being utilized to generate income; free for members who are utilizing lists for non-profit purposes. Discretion is given to the Secretary and/or designated District Representative as to who is eligible for the labels.
 - c. Provides certificates for committee involvement to all committee members each election year.
 15. Monitors use of the OATA logo. The logo cannot be used by individuals for private promotion (i.e. hats, coats, stickers, etc.). The only logo acceptable for use is the digitized logo in the appendices of the OATA By-Laws.
 16. Promotes athletic training through the Public Relations Committee.
 17. Sends out organization E-votes by order of the President.
 18. Shall perform the following actions as Advisor of designated committees:
 - a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
 19. Performs other duties as assigned by the President.

TREASURER

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee.
2. Must be bonded.
3. Possesses power and responsibility to transact all financial business for and on behalf of the Association.
4. Does not commit the Association to financial obligations in excess of its available financial resources.
5. Obtains the President's signature on all financial accounts, as secondary signatory.
6. Conducts official financial correspondence of the Association as directed by the Executive Committee.
7. Collects dues and other special assessments from the membership.

8. Submits a financial report to the Executive Committee and Association membership at the Annual Meeting.
9. Releases quarterly treasurer report to the Executive Committee and Association membership.
10. Submits financial records for compilation annually.
11. Financial records submitted to the Accountant for filing of Federal Income Tax. Taxes are due on May 15.
12. Serves on the Legal Counsel Committee.
13. Serves on the Finance Committee.
14. Serves as custodian of the financial records.
15. Assures monthly payment of billing for Legal Counsel following approval of President.
16. General Accounting Information:
 - a. Keep all records of accounts in QuickBooks.
 - i. Business Relationship Savings (Money Market) @ Fifth/Third Bank
 - ii. Checking for daily accounts @ Fifth/Third Bank
 - iii. Checking for scholarship @ Fifth/Third Bank
 - iv. GNMA Business Relationship Savings @ Fifth/Third Bank
 - v. Fifth/Third Bank Structured CDs
 1. BMO Harris (matures 5/31/18)
 2. HSBC Bank (matures 5/31/19)
 - vi. OATA's I.D. Number – Federal Taxpayers Number
 - vii. Organizations fiscal year (FY) – January 1 to December 31
 - b. Submit QuickBooks to CPA when requested (Currently by Sheilshott & Walsh, CPA)
 - c. Maintain current record of technology owned by OATA
 - d. Maintain insurance on all equipment. Currently through Rogers-McNay Insurance
 - e. Maintain D&O Insurance for Executive Committee. Currently through Rogers-McNay Insurance
 - f. Maintain Balanced Budget
 - g. Reimburse officers state meeting registration
 - h. All monies designated "Scholarship" go into scholarship account
 - i. All monies designated "Hall of Fame" go into Hall of Fame account
17. Budget Process:
 - a. The purpose of the budget is to provide a financial resource document to the Executive Committee for fiscal planning, fund raising, project development, and long-term viability of the OATA.
 - b. The OATA shall have a balanced budget on an annual basis. This shall be determined by the following:
 - i. Expected Income
 1. Membership
 2. Interest
 3. Restricted scholarship money
 4. Sponsorship money
 - ii. Expenditures (estimated budget requests for a fiscal year)
 - iii. Treasurer shall request budget from all officers
 1. Requests made during 4th quarter
 2. Any requests in excess of \$750.00 should have rationale attached
 3. If there is no request submitted within the allotted time, the budget shall be set from prior year budget
 4. Upon financial committee review, the Treasurer shall present the budget to the Executive Committee for approval at the winter meeting.
 5. Any changes in approved budget must be voted on by Executive Committee

6. Operating revenue will be determined by previous year's revenue generating income

18. Revenue Management Policies

- a. Cash receipts
- b. Check receipts – All personal or corporate checks shall be immediately stamped “for deposit only” with current bank and account number
- c. Bank deposits – Deposits to be made on a regular basis into proper accounts either directly or via online banking
- d. Signed blank checks – No check shall be signed by an authorized OATA Executive Committee member (President, Treasurer) without the check being completed prior to presentation for signature
- e. Check storage – Unused checks shall be kept in a safe, secure environment under the custody of the Treasurer
- f. Check reorder – Treasurer is authorized to reorder checks as necessary, without consent of the Executive Committee

19. Accounts Payable Guidelines

- a. Treasurer is authorized to make immediate payment with available funds: all pre-approved budget items, formally approved capital equipment items, and pre-approved member expense reimbursement vouchers.
- b. All bills should be given to the Treasurer with itemized list of expenses utilizing the expense reimbursement form. Forms should be signed and indicating line item to be used.

20. Credit Card Usage

- a. Credit cards have been obtained for the Treasurer and Secretary. These are secured cards and each has an established credit limit. The following procedures are established for their use:
 - i. These cards shall be used for OATA use only
 - ii. After each use the EC member shall submit the receipts with the appropriate reimbursement form
 - iii. Treasurer will receive all statements for processing

21. Reimbursement Forms

- a. Reimbursements forms are available in the OATA EC Dropbox
- b. Reasons for “non-reimbursement” of expenses:
 - i. Improper receipt
 - ii. Incomplete reimbursement form
 - iii. Non-approved expense

22. Expense Reimbursement Policy

- a. All non-travel related expenses should be submitted within 30 days with the original receipts and reimbursement form.
- b. Capital equipment purchases in excess of \$750 should be done following the solicitation of pricing from a minimum of 3 vendors.

23. Travel Reimbursement Guidelines

- a. Travel funds may not be used for registration to attend a professional meeting or symposium for which CEU's are awarded.
- b. Travel funds may be used for mileage when representing the OATA at an event of function. Examples (but not limited to): OTPTAT Board meetings, committee meetings, speaking to a group or organization while directly representing the OATA Executive Committee.
- c. When requesting reimbursement for mileage, either MapQuest or Google Maps may be used to determine total mileage and will be reimbursed according to the current IRS rate.
- d. Travel funds may be used for lodging when representing the OATA at an event.
- e. Requests for reimbursement must be submitted on an OATA Reimbursement Form which is found in the OATA EC Dropbox.

24. Serves as Advisor of the Sponsorship Committee.

25. Shall perform the following actions as Advisor of designated committees:
 - a. Collect biannual reports, and other reports as requested, to be submitted to the Executive Committee.
 - b. Collect budget requests to be submitted to the Treasurer.
 - c. Shall dispense appropriate sections of the Operations Manual.
26. Performs other duties as assigned by the President.

CHAIR OF THE DISTRICT BOARD

Duties and Responsibilities:

1. Serves as a voting member of the Executive Committee. This vote shall reflect a majority opinion of the District Board. In the event of a tie vote of the members present, an abstention vote shall be recorded.
2. Serves as official spokesperson of the District Board and official liaison to the Executive Committee.
3. Must attempt to notify all District Board members of Executive Committee meetings.
4. Serves on OATA Public Relations Committee.
5. The District Chair shall serve as one of the Member-At-Large positions.
6. Performs all other duties as assigned by the President.
7. Shall submit biannual reports and other reports as requested by the President to the Executive Committee.
8. Shall submit budget requests to the Treasurer.
9. Shall dispense appropriate sections of the Operations Manual to Board members.

GLATA REPRESENTATIVE

Duties and Responsibilities:

1. Serves as the Ohio Representative to the Great Lakes Athletic Trainers' Association and shall:
 - a. Represent the OATA Executive Committee and membership
 - b. Submit Ohio reports to the GLATA President
 - i. Around February for the March GLATA meeting
 - ii. Around June for Executive Board meeting
 - c. Submit agenda items to the President for Executive Board meetings
 - i. March meeting – must include motion for Student Senator appointment
 - ii. June meeting
 - iii. November conference call
 - iv. Other conference calls set by the GLATA President
 - d. Attend the GLATA Executive Board meetings in March and June
 - i. Travel – 2 nights room in March, 1 night room in June, meal stipend for the meetings are funded by GLATA
 - ii. GLATA Rep responsible for making travel arrangements (hotel done by GLATA Winter Meeting Coordinator based on dates provided), registration/paying for the conference, and paying for the Awards Banquet
 - e. Provide GLATA Secretary with any monthly e-blast content related to Ohio
 - f. GLATA Grants: The GLATA currently has 2 grants that are available to the states for application – Professional Advancement Grant (awarded annually) and Legislative Grant (awarded every three years)
 - i. GLATA Rep must submit the applications by December 31
 - ii. GLATA Rep must also submit a report along with receipts verifying use of funds by December 31. The OATA Treasurer can assist with this duty.

- g. Submit a budget request to the GLATA Treasurer by September 1 for travel to the GLATA Board Meetings for the following year.
- h. Serve as a member of the GLATA Operations Committee
- i. Serve as a member of the GLATA Finance Committee
- j. Serve as a member of the GLATA Elections Committee with responsibility to obtain nominations from Ohio for the Executive Board positions up for election
- k. Serve as a member of the GLATA Honors and Awards Committee with responsibility to obtain nominations from Ohio for the following awards:
 - i. GLATA Golden Pinnacle
 - ii. GLATA Outstanding Educator
 - iii. GLATA Dedicated Service
 - iv. GLATA Honorary Membership
 - v. GLATA President's Award
 - vi. NATA Hall of Fame
 - vii. NATA Most Distinguished Athletic Trainer
 - viii. NATA Athletic Trainer Service Award
 - ix. NATA President's Challenge Award
 - x. NATA Honorary Membership

SECTION II: DISTRICT BOARD

Duties and Responsibilities:

1. Elects a Chair to serve as a voting member of the Executive Committee to act as official spokesperson for the Board. In the absence of the Chair, an acting Chair will be elected from the members present.
2. Is available to the President and the Executive Committee for consultation and advice.
3. Attends Executive Committee meetings in a non-voting, advisory capacity.
4. Represents each of their districts and professional areas by voicing problems and concerns.
5. Collects Universal Interest Forms from membership and forwards copies to the President.
6. Serves as the Nominating Committee.
7. Serves as the Memorial Resolutions Committee.
8. Serves on the Professional Development Committee.
9. Performs other duties as assigned by the President.

SECTION III: ELECTIONS

ELECTION PROCESS

1. Nominations for state office shall be submitted to, and/or obtained by, the nominating committee.
2. Nominations open from the floor of the Annual Business Meeting in New Business. Nominations shall close on July 1st.
3. All candidates shall have declared willingness to accept office by submitting an Officer Candidate Biography to President-Elect (See Appendix B). Officer Candidate Biography forms shall be completed by August 1st and then posted.
4. Electronic ballots shall be sent to the voting membership starting September 1st.
5. Electronic voting ends on October 1st.
6. Candidates will be elected by a majority vote, plurality if more than two (2) candidates of the membership returning ballots.
7. Any appeal to the election must be submitted in writing to the President-Elect and received with a U.S. postmark or electronic date and time stamp by midnight seven (7) days after the election results are sent out via email to the membership.

SPECIAL ELECTION (Vacancy in Office)

1. Nominations for vacancies in the offices of President-Elect, Vice President of Governmental Affairs, Vice President of Intra-Association Affairs, Secretary, or Treasurer shall be submitted to and/or obtained by the nominating committee.
2. All candidates shall have declared willingness to accept office by submitting an Officer Candidate Biography to President-Elect (See Appendix B).
3. Ballots shall be sent, collected, and tabulated with entire election process being completed within 6 months of vacancy occurring.
4. Candidates will be elected by a majority vote, plurality if more than two (2) candidates, of the membership returning ballots.
5. Elected officer will assume duties and responsibilities upon notification of the special election results by the President-Elect.

SECTION IV: EXECUTIVE COMMITTEE OPERATIONS

ANNUAL REVIEW OF OPERATIONS

1. Every five (5) years the current OATA President Elect will update the association's information with the Ohio Secretary of State. This requirement is satisfied by completing either Form 521 (Statutory Agent Update – Appoint New Agent) or Form 522 (Continued Existence of Nonprofit Corporation). Forms are available online at ohiosos.gov.

E-VOTE PROCEDURES

In order to do business between meetings the following procedures will be conducted for electronic voting:

1. Call for a vote
 - a. Any board member can at any time submit a proposal for electronic voting to the Secretary.
 - b. The proposal must be submitted in writing in the following format:
 - Date
 - Motion
 - Reason for Motion
2. The Proposal
 - a. The Secretary poses the proposal to the President.
 - b. A time limit to vote is set by the President that is not to be longer than 2 weeks or less than 24 hours.
3. Amended proposal
 - a. At the close of the time limit, or more frequently if comments are substantial, the Secretary recasts the proposal in light of what he or she sees as an emerging consensus and items for continuing discussion.
 - b. At the judgement of the Secretary, with approval from the President, the issue will be periodically restated with a new time limit for response.
4. Closure for voting
 - a. When it is the judgement of the Secretary that further discussion on the issue is not meaningful, or at the request of the President, the proposal is called for electronic voting with a dead-line for voting.
 - b. Votes must be sent to the EC list by using the REPLY ALL feature in the return email so that all members can audit the outcome.
5. Requirements

- a. For an electronic vote to be conclusive, the vote of the majority of the Executive Committee must be received.
 - b. Secretary ensures the majority votes (this may require phone calls, etc.).
6. Voting options
- a. Electronic voting options are: Yes/No/Abstention.
 - b. If vote is majority and time has expired, however not all members have voted, the vote will be considered closed.
 - c. All votes that are not presented before the time limit will be considered abstention votes.
7. Change of vote
- a. Up to the time the Secretary has announced the result, any member may change his or her vote.
 - b. Changes in vote must be sent to the EC list by using the REPLY ALL feature in the return email so that all members can audit the outcome.
8. Result
- a. Upon resolution of an electronic vote (closure), the Secretary will state the issue and the result to the EC and District Board.
 - b. Condition for positive vote - A proposal is accepted if the majority of the EC give a positive vote by the established vote deadline.
9. Ratification
- a. Decisions will be placed on the agenda of the next in person meeting.
 - b. During the next in person meeting the members of the EC and District Board will impart their signature next to their vote during the Evote process.
 - c. Unless written consent, via signature, is obtained the electronic vote has no final binding force and no consequent irreversible actions can be taken by the association.
 - d. This signature page will then be filed with all meeting minutes as an official recorded vote.

MEETINGS

1. The EC will conduct face-to-face meetings twice a year. One meeting will be held before the OATA Annual Meeting in May and the other will be a winter meeting in November/December. During election years, the winter meeting will seat newly elected officers at the closing of old business.
2. Conference calls will be held by the EC as needed.

RECORDS AND RETENTION POLICY

For the purposes of standard business practice and to maintain records of the organization, the OATA shall use the following categories when determining storage or disposal of documents.

1. Documents to be retained for the life of the organization:
 - a. Fixed asset records
 - b. Legal files and documents relating to organization
 - c. Minutes of Executive Board meetings
 - d. Minutes of committee or task force meetings
 - e. Tax returns
2. Documents to be retained (paper or electronically, as applicable) for seven years:
 - a. Financial statements
 - b. General ledgers
 - c. Income tax filings and payment records
 - d. Cancelled checks and bank statements
 - e. Bank reconciliations
 - f. Vendor invoices

- g. Volunteer records (Conflict of Interest, Non-Discrimination)
- h. Monthly unaudited financial statements
- i. Contracts (after expiration date)

3. Documents to be retained for three years:

- a. Deposit records
- b. Employment applications for candidates not employed
- c. Insurance records/policies

WHISTLE BLOWER POLICY

The Ohio Athletic Trainers' Association (OATA) requires officers, committee chairs, and committee members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The OATA has a responsibility to our membership to be good stewards of the members contributions and resources. The OATA must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy is intended to encourage and enable members to raise serious concerns internally so that the OATA can address and correct inappropriate actions. It is the responsibility of all OATA members to report suspected violations of the law and regulations that govern the OATA's operations, as well as to report instances of misuse of Association resources or other improper activities. Reports of suspected or known violations will be kept confidential as possible, consistent with the need to conduct an adequate investigation.

Members of the OATA have a responsibility to each other and to the organization to maintain an environment in which problems are addressed immediately, and they are therefore protected from retaliation for making such reports. Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Any concerns of suspected or known violations as listed above should be reported to the Immediate Past President of the OATA. The Immediate Past President will work with the Ethics and Procedural Review Committee to investigate and address these concerns. If a member is not comfortable with submitting their concerns to the Immediate Past President, please submit concerns to the President Elect or Vice President of Intra Association Affairs. The officer receiving the complaint will notify the person who has submitted the complaint to acknowledge receipt. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

The provisions of this policy statement do not negate or minimize the effect or import of the NATA's Code of Ethics, Membership Standards and Sanctions or of the Ohio OTPTAT Board and Ohio Revised Code. Individual complaints about the professional conduct of members or of employees will be handled according to those governing documents.

CONFLICT OF INTEREST POLICY

Each OATA Executive Committee, District Board member, and executive committee approved volunteer will disclose each issue, subject, person or entity in which s/he has a financial or other interest where there is the potential that the GLATA Executive Board may make decisions that affect that issue, subject, person or entity.

If an Executive Committee officer, District Board member, or other Executive Committee approved volunteer (including committee chairs and committee members) has a financial or personal interest in any matter coming before the Executive Committee, the board shall ensure that:

1. The interest of such officer, board member, or volunteer is fully disclosed to the Executive Committee.
2. No interested officer, district board member, or volunteer may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Executive Committee at which such matter is voted upon.
3. Any transaction in which an officer, district board member, or volunteer has a financial or personal interest shall be duly approved by members of the Executive Committee not so interested or connected as being in the best interests of the organization.
4. Any payments to the interested officer, district board member, or volunteer shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.
6. The Executive Committee may require that the interested officer, district board member, or volunteer: (a) remove him/her/their self from voting on the issue, (b) not participate in either the discussion of the issue or vote on it, (c) leave the room during discussion and voting on the issue, or (d) explain his/her/their interest in the matter more fully so the Executive Committee may weigh that member's participation with complete understanding of the interest.

Definitions

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - a. Outside Interests
 - i. A Contract or Transaction between Ohio Athletic Trainers Association (OATA) and a Responsible Person or Family Member
 - ii. A Contract or Transaction between OATA and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
 - b. Outside Activities.
 - i. A Responsible Person competing with OATA in the rendering of services or in any other Contract or Transaction with a third party.
 - ii. A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an

entity or individual that competes with OATA in the provision of services or in any other Contract or Transaction with a third party.

- c. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:
 - i. does or is seeking business with, or is a competitor of OATA; or
 - ii. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from OATA;
 - iii. is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of OATA.

2. Definitions.

- a. A *Conflict of Interest* is any circumstance described in Part 1 of this Policy.
- b. A *Responsible Person* is any person serving as an officer, employee or member of the OATA Executive Committee.
- c. A *Family Member* is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
- d. A *Material Financial Interest* in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough (\$1,000) that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- e. A *Contract or Transaction* is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by OATA. The making of a gift to OATA is not a Contract or Transaction.

3. Procedures.

- a. Before board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the OATA Executive Committee has a Conflict of Interest when he or she stands for election as an officer or for re-election as member of the Executive Committee.
- e. Responsible Persons who are not members of the OATA Executive Committee or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that

such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect OATA's participation in such Contract or Transaction.

- f. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality.

- a. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of OATA. Furthermore, a Responsible Person shall not disclose or use information relating to the business of OATA for the personal profit or advantage of the Responsible Person or a Family Member.

5. Review of Policy.

- a. Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Each new Responsible Person shall annually complete a disclosure from identifying any relationships, positions, or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions, or circumstance might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to OATA. Any such information regarding business interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interests, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually by each member of the OATA Executive Committee. Any changes to the policy shall be communicated immediately to all Responsible Persons.

OATA Conflict of Interest Information Form

Name: _____ Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in OATA's Policy on Conflicts of Interest) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of OATA that is currently in effect.

Signature: _____

EXECUTIVE SESSION PROCEDURES

Executive session may be called during an Executive Committee meeting at the discretion of an officer. All elected members of the Executive Committee shall remain in the room for executive session.

SECTION V: STANDING COMMITTEES

All standing committees have an Executive Committee member assigned as an Advisor. In certain committees, operations dictate the need for the EC member to serve as Chair. Chairs of each committee will be in communication with the designated Advisor. Chairs are encouraged to have at least one Sub-chair who will learn the operations of the committee with the goal of eventually becoming Chair. This practice of succession will promote continuity and mentorship within committees. Depending on the structure of the committees outlined in this section, the committee Chair, or Advisor, may assign other designated committee positions to ensure operational commitment to membership. If a need arises for a committee position not already stated in the Operations Manual, the Chair and/or Advisor will bring a proposal to the Executive Committee for that position. All committee members are required to have an NPI number. All committee chairs, committee members, and liaisons will serve a two year term and may serve more than one term consecutively.

COMMITTEES ADVISED BY THE PRESIDENT

Legal Counsel Committee

1. Chair: President
 - a. Duties and Responsibilities:
 - i. Appoints committee with exception of President-Elect, Vice President of Governmental Affairs, Secretary, and Treasurer.
 - ii. Oversees operation of committee.
 - iii. Submits biannual reports and other reports to the Executive Committee.
 - iv. Submits budget requests to the Treasurer.
 - v. Reviews and approves monthly billing for Legal Counsel to the Treasurer for payment.
2. Sub-chair: President-Elect
3. Legal Counsel Committee members:
 - a. By appointment of the President apart from the designated members listed below.
 - b. Duties and Responsibilities:
 - i. Responsible for maintaining communication with Legal Counsel
 - ii. Responsible for overseeing expenditures of the Legal Counsel
 - iii. Responsible for monitoring emergency legal activities which will affect OATA membership
 - c. Membership - members shall consist of:
 - i. President
 - ii. President-Elect
 - iii. Vice President of Governmental Affairs
 - iv. Secretary
 - v. Treasurer
 - vi. Chair of the Finance Committee
 - vii. A minimum of one (1) member of the Legislation Committee
 - viii. A minimum of one (1) member of the general membership
 - d. Term: Shall serve at the discretion of the President and/or elected office term limit

OATA Physician Advisory Group

1. Chair: Appointed by the President
 - a. Duties and Responsibilities:
 - i. Make recommendations for committee appointments for review by the Executive Committee.
 - ii. Submits biannual reports and other reports to the Executive Committee.

- iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the President and Executive Committee.
 - v. Oversees operation of the committee and calls meetings as needed.
 - vi. Submits annual report to members of the committee.
 - b. Membership: Must be a current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
- 2. Sub-chair: Appointed by the Chair
 - a. Duties and Responsibilities:
 - i. Assists with operation of the committee
 - ii. Provides meeting minutes for all conferences calls and in person meetings to the President
 - b. Membership: Must be a current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
- 3. Physician Advisory Committee members:
 - a. Selection: Recommended for appointment by the Chair and reviewed by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Acts as medical communicator to medical community regarding OATA issues.
 - ii. May be called upon to attend Executive Committee meetings.
 - c. Must be a licensed physician in the state of Ohio. As allowed, a variety of specialties and geographic diversity should be appointed, all districts represented whenever possible.
 - d. Membership: Must be a current OATA member (associate or honorary).
 - e. Term: Two Years; May serve more than one (1) term consecutively.

COMMITTEES ADVISED BY THE PRESIDENT-ELECT

Committee on Diversity and Inclusion

- 1. Chair: Appointed by the President
 - a. Duties and Responsibilities:
 - i. Make recommendations on committee appointments for review by the Executive Committee.
 - ii. Submits biannual reports and other reports to the Executive Committee.
 - iii. Submits budget requests to the Treasurer.
 - iv. Communicates with the President-Elect and the Executive Committee.
 - v. Oversees operation of the committee and calls meetings as needed.
 - vi. Submits annual report to members of the committee.
 - b. Membership: Must be a current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
- 2. Sub-chair(s): Appointed by the Chair
 - a. Duties and Responsibilities:
 - i. Assists with operation of the committee
 - ii. Provides meeting minutes for all conferences calls and in person meetings to the President-Elect
 - b. Membership: Must be a current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
- 3. Committee on Diversity and Inclusion Members:
 - a. Selection: Recommended for appointment by the Chair and reviewed by the Executive Committee.
 - b. Must be a licensed athletic trainer in the state of Ohio or an athletic training student in a CAATE accredited program. All districts should be represented within the committee whenever possible.
 - c. Membership: Must be a current OATA member.

- d. Term: Two Years; May serve more than one (1) term consecutively.
- 4. Mission:
The Ohio Athletic Trainers' Association Committee on Diversity and Inclusion is a voluntary advisory committee that is comprised of OATA Certified, Student and Honorary members. The Ohio Athletic Trainers' Association Committee on Diversity and Inclusion recognizes the value of diversity in persons and perspectives. The OATA defines diversity as the range of human differences, including but not limited to, race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin and political beliefs. The goal of the committee is to promote diversity and to help educate all people on the different environments, cultures, and medical conditions.
- 5. Motto: Service, Advocacy, and Unity
- 6. Objectives:
 - a. Increase the amount of diversity in the profession of athletic training and inform communities of the responsibilities and duties of an athletic trainer by:
 - i. High School outreach in local communities. Interacting with students to promote and provide information on diversity and inclusion.
 - ii. Collaboration with local university and college Athletic Training Programs.
 - iii. Identify, develop, and mentor prospective ethnic minority leaders.
 - b. Advocate for the recruitment and retention of athletic training students by the establishment of grants and scholarships for ethnic minority students.
 - c. Promote cultural competence in athletic training.
 - d. Collect applications for the Tony Ortiz Scholarship and recommend recipient to the Executive Committee.

Committee on Research and Grants

- 1. Chair: Appointed by the President
 - a. Duties and Responsibilities:
 - i. Make recommendations for committee appointments for review by the Executive Committee.
 - ii. Submits biannual reports and other reports to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the President-Elect and Executive Committee.
 - v. Oversees operation of the committee and calls meetings as needed.
 - vi. Submits annual report to members of the committee.
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
- 2. Sub-chair: Appointed by the Chair. Preferred terminal degree of Ph.D. or Ed.D.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for a minimum of four (4) committee member appointments to Chair for approval by the President and review by the Executive Committee.
 - ii. Communicates with Chair regarding committee concerns.
 - iii. Submits biannual reports and other reports as requested by the President to the Chair.
 - iv. Submits budget requests to the Chair.
 - v. Serves as Research Coordinator for the Annual Meeting Planning Committee and reports to the Annual Meeting Planning Committee Chair.

- vi. Coordinates with the Chair of Finance Committee.
 - vii. Conducts at least one (1) meeting annually.
 - viii. Develops a timeline for submission, review, and reward.
 - ix. Coordinates poster presentation and recognition for participants at the Annual Meeting.
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
3. Committee on Research and Grants Members:
- a. Selection: Recommended for appointment by the Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee. Represents diverse settings and geographic districts.
 - b. Duties and Responsibilities:
 - i. Reviews research application and grants.
 - ii. Reviews abstracts for the Annual Meeting.
 - iii. Discusses potential research of benefit to the Association.
 - iv. Assists Sub-chair with duties associated with poster presentations for the Annual Meeting.
 - c. Membership: Current OATA member with voting privileges.
 - d. Term: Two Years; May serve more than one (1) term consecutively.

4. Requests for Research Surveys

The OATA receives membership data from the National Athletic Trainers' Association. Therefore, when research surveys are requested, the following procedure will be conducted via the policy of the NATA:

“All such requests are to be sent to the NATA and they will send the survey on the researchers' or students' behalf. This is the website where the request is made:

<https://www.nata.org/research-survey-request>.

The process is included below:

For student members, NATA will broadcast email student surveys to a maximum of 1,000 participants. If a follow-up reminder is desired, NATA will transmit a second letter to the same members selected for the original broadcast.

For professional members, NATA will provide address or email lists at the lowest rate (9¢/name). Prepayment and a signed one-time use agreement are required in addition to the documents below. There is no limit to the number of contact names a professional member can request for a project. NATA does not offer an email broadcast service for professional members.”

5. Committee Operations

- a. Grant funds not claimed by the end of a current fiscal year will roll over into the next fiscal year. Research and Grant line item cannot exceed \$10,000. Line item will be evaluated for this every February or when the EC determines and votes on what to do with and profits left over from previous fiscal year.
- b. Awarded grant money must be claimed by the honoree with in 1 year of the date they received the award notification from the Research and Grants Chair. Research chair will include this claim by date in the honoree's notification letter.

6. AdvocATe Grant

- a. OATA members are eligible to apply for this grant.
- b. This grant is for non-expendable equipment needs for the member's athletic training facility.
- c. Grant application shall be available on the website.
- d. See Appendix for grant application.

Nominating Committee

1. Chair – District Board Chair
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the President and Executive Committee.
 - v. Coordinates development of slate of candidates for each elected office (See Appendix B).
 - vi. Coordinates ballot process.
 - vii. Communicates with Secretary.
2. Sub-chair – District Board Representative as appointed by the Chair.
3. Nominating Committee Members
 - a. Selection: Members of the District Board
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Serves length of District Board appointment.
 - d. Duties and Responsibilities
 - i. Develops a slate of candidates for elected positions during election years or special election. It is recommended that at least two (2) candidates are slated for each elected office.
 - ii. Assists in creating and tabulating ballots for the purpose of determining new officers.
4. Nomination Committee/Election Process Timelines
 - a. 6 Months out (April)
 - i. Seeks candidates that may be interested in running for office. Open nominations from the floor at the Annual Meeting during New Business.
 - b. 5 Months out (May)
 - i. Addresses candidates' interest by reviewing Constitution, By-laws, and the Operations Manual. Nominations from the floor at the Annual Meeting if in May.
 - c. 4 Months out (June)
 - i. Sends candidates interest letter with officer biography sheets. Seeks additional candidates from each district to run for office. Candidate biography sheets submitted to the President-Elect.
 - d. 3 Months out (July)
 - i. July 1 – nominations close
 - e. 2 Months out (August)
 - i. Biographies are reviewed and readied for publication on the ballot. Biographies will be placed on the OATA Voting Ballot sent out to the membership via email.
 - f. 1 Month out (September 1st)
 - i. The OATA Voting Ballot with Biographies are electronically sent to voting membership with instructions on voting and deadlines. Ballots are returned to the President-Elect.

- g. October 1st
 - i. All ballots shall be cast. President-Elect and closest board member will review the election results.
 - h. November 1st
 - i. All candidates on ballot are notified in writing of outcomes of the elections. President is notified of the outcomes of the elections.
 - ii. President invites new officers to attend winter Executive Committee meeting.
 - i. November/December
 - i. Winter EC Meeting: new officers take office at the conclusion of old business
5. Election Process Letter Templates
- a. See samples below

OATA LETTER TO MEMBERSHIP RE: ELECTION
(on OATA Letterhead)

Dear Membership:

An election is the most important occurrence that impacts our state association and its membership. The nomination committee, comprised of your District Representatives, has developed a worthy field of candidates. These candidates, for the various elected positions, have already demonstrated one of the most essential tenants of success...the willingness to take risks. Each candidate is already a winner because they have given you, the membership, a choice as to who will lead our great association into the future.

The election is not a competition for name recognition or popularity. There are no winners or losers. Instead, each candidate is made up of their own experiences, skills and leadership styles that they bring as a potential officers to impact the state association.

It is now up to you, the membership, to decide which style best matches the association's needs at this time. You must challenge yourself by asking hard questions about each candidate and their potential to guide this association into the future. Carefully review each candidate's biography to help you make this difficult decision. Granted, elections present difficult choices. The purpose of the election materials is to provide you with the necessary information to make an informed decision on who you would like to represent our association in the next two years. I urge you to read carefully the information and make a responsible selection. Return the ballots immediately to ensure that you have met the deadline of October 1.

Remember, each of us has the opportunity to directly impact the future of this association through our vote. Show your respect for these fine candidates and exercise your right to vote in this election.

Sincerely,

Name
OATA President-Elect

NOMINATION CONFIRMATION OF OFFICER CANDIDATE BIO SHEET
(on OATA Letterhead)

Date
Name
Business
Address
City, State, Zip

Dear <First Name of Candidate>,

On behalf of the Ohio Athletic Trainers' Association, I would like to thank you for your application to run for office. This simple act of filling out the Officer Candidate Biography Sheet is an undertaking that demonstrates one of the most essential tenants of success – the willingness to take risks.

I appreciate your willingness to take this risk. The election will be successful because the membership will be able to make an informed choice between yourself and the other candidates running for this position. This is not a competition. Every individual brings something unique to the process – experiences, skills, and leadership style. Now it is up to the membership to select the candidate that they believe can have the greatest impact on the association.

As you are aware, nominations close on JULY 1. We will accept Officer Candidate Biography Sheets up until AUGUST 1 at which time we will no longer accept any forms. The slate of candidates will be established at that time and ballots will be prepared for distribution. Ballots will be sent to the membership on September 1 with a return deadline of October 1.

ALL candidates will be notified by November 1 of the results of the elections. Should you be elected, you will assume your elected position at the December Executive Committee meeting which is held on the first Sunday of December.

Good luck in the election. If you should have any questions, do not hesitate to contact me at the numbers listed at www.oata.org.

Sincerely,
Name
OATA President-Elect

OATA ELECTION – CANDIDATE ELECTED LETTER
(on OATA Letterhead)

Date
Name Business
Address
City, State, Zip

Dear <First Name>,

Often times when we look at our involvement in any organization, it becomes one's comfort level that can keep us from accomplishing great things. We put our self, and our self-esteem, at risk when we run for any office. You have taken that extra step and have run for an office in the Ohio Athletic Trainers' Association and for that you are to be thanked and commended.

It takes many people working at many different levels to make any organization successful.

CONGRATULATIONS on gaining the office you were seeking; we need people like you working to keep the OATA strong. It is clear that the membership recognizes your leadership potential and we look forward to having you as part of the leadership team for this association. Please set aside <DATE OF DEC MEETING> for our winter executive committee meeting.

Should you have any questions about the new office or the meeting, please do not hesitate to contact me at the contact information listed at www.oata.org. The full slate of newly elected officers will also be posted on the website. A meeting packet will be forthcoming.

Sincerely,

Name
OATA President-Elect

OATA ELECTION – CANDIDATE NOT SELECTED LETTER
(On OATA letterhead)

Date
Name
Business
Address
City, State, Zip

Dear <Candidate First Name>

Often times when we look at our involvement in any organization, it becomes one's comfort level that can keep us from accomplishing great things. We put our self, and our self-esteem, at risk when we run for any office. You have taken that extra step and have run for an office in the Ohio Athletic Trainers' Association and for that you are to be thanked and commended.

Although you did not gain the office you were seeking, we need people like you working to keep the OATA strong. It takes many people working at many different levels to make any organization successful. Please stay involved. If you have not already done so please submit you universal interest form. It can be found on our website (www.oata.org) or your district representative can get you one.

Once again, thank you for running for office, and please **STAY INVOLVED!** Should you have any questions about the new office or the meeting, please do not hesitate to contact me at the contact information listed at www.oata.org. The full slate of newly elected officers will also be posted on the website.

Sincerely,

Name
OATA President-Elect

Annual Meeting Planning Committee

1. Annual Symposium Timeline
 - a. One Year Prior
 - i. Immediate review of current year State meeting with AMP Committee
 - ii. Meet with following year key committee members to review meeting timeline
 - b. September
 - i. Contact Research & Grants Subcommittee Chair to obtain any “calls for symposium proposals”
 - c. September/October
 - i. Committee meet at host hotel
 - ii. Committee should have first draft of educational program in place
 - iii. Begin thinking of speaker gift ideas
 - d. December
 - i. Exhibit chair to get three pipe and drape bids (local companies) to State Meeting Planner
 - ii. AMP exhibit chair mails “Save the Date” postcard to previous year exhibitors
 - e. January
 - i. Final planning meeting for AMP
 - ii. Educational program finalized (speakers confirmed)
 - iii. Program submitted for CEU approval (AT & PT?)
 - iv. Student program finalized (speakers confirmed)
 - v. All speaker names and contact information given to AMP educational program chair
 - vi. Mail first letter to all speakers (bio sheet and contract)
 - vii. Speaker gift ideas narrowed to 2 or 3, and bids solicited
 - viii. Exhibit chair to provide 3 – 5 local company names (including contact person) interested in exhibiting to AMP chair
 - ix. Mail first letter (including contract) to potential exhibitors
 - x. Banquet menu/meal selected
 - xi. State meeting planner to work with hotel on AV needs and costs
 - f. February
 - i. Send reminder letters to all speakers listing bio and contract due date
 - ii. Send educational program schedule to OATA webmaster to post on OATA website
 - iii. Send hotel information & directions to OATA webmaster to post on OATA website
 - iv. Order speaker gifts
 - g. March 1
 - i. Mail postcard/Eblast to membership announcing meeting dates and registration
 - ii. Post meeting registration information on OATA website
 - iii. Mail final letter to speakers (non-responders)
 - h. March 15
 - i. All speaker materials are due (all materials must be submitted electronically)
 - i. April 1
 - i. Finalize all exhibitors (all contracts due)
 - ii. All materials sent to print (Exhibitor list, registration forms, banquet program & tickets)
 - iii. Room moderator list finalized
 - iv. Registration volunteer list finalized
 - j. April 15
 - i. All signage requests due
 - ii. Mail in registration postmark due date
 - k. April 20
 - i. Online registration closes week prior to Symposium

- ii. Compile packets for all registrants and exhibitors
 - iii. All catering/food selections and meal counts confirmed with hotel
- 1. Night before Symposium
 - i. State Meeting Planner meets with hotel staff for final review of meeting needs
 - ii. AV company sets up rooms for educational sessions and student program
 - iii. Pipe and drape company sets up exhibit area
 - iv. All signage placed in appropriate area
 - v. Set up registration area
- 2. Chair – State Meeting Planner
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Communicates with the President-Elect and Executive Committee.
 - iii. Advises the Annual Meeting Planning Committee and its designated subcommittees.
 - iv. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - v. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - vi. Facilitates the development of annual, short and long term, goals of the Annual Meeting Planning Committee.
 - vii. Plans the Annual Symposium.
 - 1. Investigates all sites interested in hosting the Annual Symposium upon completion of the application.
 - 2. Makes presentation and recommendations of future sites to OATA Executive Committee.
 - 3. Coordinates the signing of contracts for future sites with the OATA Treasurer.
 - 4. Ensures final contract is signed for current year’s meeting in advance.
 - 5. Facilitates committee meetings.
 - 6. Purchases speaker and volunteer gifts.
 - 7. Coordinates all AV needs.
 - 8. Communicates with hotel staff as needed.
 - 9. Coordinates all meeting room space and meals for symposium.
 - 10. Negotiates final bill with the hotel.
 - 11. Coordinate and communicate with all AMP members regularly in regard to their respective sub-committees.
 - 12. Maintains accurate database for meeting expenses
 - 13. Submits a report and budget request to the Treasurer for the meeting
 - viii. Serves as the convention contact for cities in the state of Ohio interested in hosting the Annual Meeting.
 - ix. Responsible for investigating any city/site interested in hosting the Annual Meeting.
 - x. Maintains an ongoing file of cities interested in hosting.
 - xi. Maintains continuity in the Annual Meeting Planning Committee.
 - xii. Facilitates the development of the committee.
 - xiii. Facilitates all Annual Meeting Planning Committee meetings.
 - xiv. Attends Executive Committee meetings at the request of the President
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Two Years; May serve more than one (1) term consecutively.
- 3. State Program Chair
 - a. Selection: Recommended for appointment by the Chair and subject to approval of the President and review by the Executive Committee. The District Board Representative from the district in

which the state meeting is being held shall serve on the committee for that year to assist the AMP Committee.

- b. Membership: Current OATA member with voting privileges.
- c. Term: Two Years; May serve more than one (1) term consecutively.
- d. Duties and responsibilities:
 - i. Communicates with AMP Chair regarding committee concerns.
 - ii. Responsible for the development and organization of the Annual Symposium Program, including any pre and post Symposium Workshops
 - iii. Work with the committee to develop the Symposium Educational Program
 - iv. Secure addresses and contact information for all selected speakers
 - v. Send initial contact letter to selected speakers. First letter should be sent by mid-to-late January.
 - vi. Secure all contracts for all selected speakers.
 - vii. Secure all speaker vitas.
 - viii. Identify all audio-visual and technology needs of selected speakers.
 - ix. Send second round of letters, mid-to-end of February, to all speakers reminding them of the due date for submission of their topic materials.
 - x. Secure speaker presentations to be placed on OATA website
 - xi. Work with the student program chair to develop the student program or sessions geared towards students and early career ATs. Student speakers follow the above procedures, including the development of a separate student program notebook if needed.
 - xii. Send thank you notes to all speakers

4. Annual Meeting Planning Committee Members:

- a. Selection: Recommended for appointment by the Committee Chair and subject to the approval of the President and review by the Executive Committee.
- b. Membership: Current OATA member.
- c. Term: Serves at the discretion of the President.
- d. Duties and Responsibilities:
- e. Assists in the organization and development of the educational and awards portion of the annual meeting (See Appendix C).
- f. Seeks CEU approval from the BOC, Inc. and/or Athletic Training Section of the Ohio OTPTAT Board for the Annual Meeting and any other educational meetings officially conducted by the OATA.
- g. Attends all Annual Meeting Planning Committee meetings as requested by the AMP Chair

5. Banquet/Social Chair and Sub-chair:

- a. Responsible for organization of all aspects of the Hall of Fame banquet and post-banquet social.
- b. Responsible for securing sponsors to help defray costs of the banquet and social.
- c. Determines type of function (buffet/sit down) and menu for the banquet.
- d. Secures any necessary transportation for members to attend banquet.
- e. Communicates regularly with State Meeting Planner and gives updates on banquet development.
- f. Works with all award Chairs/Sub-chairs in the development of the Hall of Fame Banquet
- g. Compiles program for awards banquet.
- h. Organizes all presenters at the awards banquet and informs them of timelines and details of their introductions.

6. Research Coordinator

- a. Coordinates poster presentations at annual meeting
- b. Coordinates recognition for participants at annual meeting

7. Annual Meeting Schedule Template

Friday – Tentative CEUs: 6.0

TIME	HIGH SCHOOL/CLINIC	COLLEGE/PROFESSIONAL
7:00 – 5:00 PM	REGISTRATION OPEN	REGISTRATION OPEN
8:45 – 9:00 AM	WELCOME	WELCOME
9:00 – 9:45 AM		
9:45 – 10:30 AM		
10:30 – 11:00 AM	EXHIBIT BREAK	EXHIBIT BREAK
11:00 – 11:45 AM		
11:45 – 12:30 PM		
12:30 – 1:30 PM	LUNCH	LUNCH
1:30 – 2:15 PM		
2:15 – 3:00 PM		
3:00 – 3:30 PM	EXHIBIT BREAK	EXHIBIT BREAK
3:30 – 4:15 PM		
4:15 – 5:00 PM		
5:00 – 5:30 PM	CEU PICK-UP	CEU PICK-UP
5:45-6:15 (6:15) 6:30 PM	Pre-Banquet Social (Seat honored guests) AWARDS BANQUET	Pre-Banquet Social (Seat honored guests) AWARDS BANQUET
10:00 – 1:00	Social	Social

Saturday – Tentative CEUs: 6.5

TIME	ROOM 1	ROOM 2
7:00 – 9:00 AM	REGISTRATION OPEN	REGISTRATION OPEN
8:00 – 8:45 AM		
8:45 – 9:30 AM		
9:30 – 10:15 AM		
10:15 – 11:00 AM		
11:00-11:45		
11:45-12:15	Break	Break
12:15 – 2:15 PM	OATA BUSINESS MEETING/LUNCH	OATA BUSINESS MEETING/LUNCH
2:15 – 3:15 PM		
3:15 – 4:00 PM	KEYNOTE ADDRESS	KEYNOTE ADDRESS
4:00 – 5:00 PM	GLATA EDUCATIONAL GRANT LECTURE	GLATA EDUCATIONAL GRANT LECTURE
5:00-5:30	CEU PICK-UP	CEU PICK-UP

8. Annual Meeting Letter Templates

SAMPLE: INITIAL SPEAKER CONTACT

Date
Name
Title
Address
Phone

Dear ,

On behalf of the Annual Meeting Planning Committee for the Ohio Athletic Trainers' Association (OATA), we would like to thank you for agreeing to participate in this year's state meeting. An excellent program has been planned, so we would like to update you on the current schedule.

We have scheduled you to speak on _____ on _____ at the _____. Please indicate on the enclosed speaker contract form if this title has changed.

As a speaker, please complete the following items and return them in the addressed envelope that is provided to you **as soon as possible**.

- Speaker contract
- Biographical information sheet. This will be read to introduce you before you speak.
- Specific audio-visual needs (to be requested on the speaker contract form)

Thank you again for agreeing to participate the OATA Annual meeting. If you have any questions regarding your presentation and/or concerns about the annual OATA annual meeting, please do not hesitate to give me a call. I will be happy to answer your questions at work, home, or via e-mail.

Sincerely,

State Program Chair
Title
Address
Address
Phone (Work)
Phone (Home)
E-mail address

SAMPLE: SPEAKER FINAL

Date

Dear OATA Speaker,

Thank you again for taking your valuable time to speak at our annual conference. We greatly appreciate your efforts and the expertise you will be adding to the symposium. With the OATA meeting now two weeks away, we would like to give you some final details and information regarding your presentation. Enclosed you will find a copy of the program, please review the highlighted section and be sure this is the correct time and session.

Please plan to arrive 30 minutes before your presentation. We have included directions to help you arrive in time. Parking is available at the _____.

When you arrive at the _____, please check in at the registration desk in the lobby where you will be given directions to the speaker ready room. A computer will be available to rehearse your talk as needed. We will have a Windows-based laptop and LCD projector in each meeting room. At this point, we should already have your presentation, but we know at times that people often make changes up to the last minute. If you have recently made changes please be sure to bring your PowerPoint presentation on a USB drive, if possible. This will allow for quicker transition between speakers. **We ask that you not bring your own laptop** as the set-up and tear down will take time and we do not want to delay the start of the next speaker. These will be available in the speaker ready room.

Thank you again for participating in the _____ OATA Annual meeting. We look forward to seeing you in May.

Sincerely,

State Program Chair

Title

Address

Address

Phone (Work)

Phone (Home)

E-mail address

9. Contract Template

THE OHIO ATHLETIC TRAINERS' ASSOCIATION 20__ ANNUAL SYMPOSIUM

“NAME OF SYMPOSIUM HERE ”

Month __th and __th

Name of Hotel

CITY, OHIO

OATA SPEAKER CONTRACT

NAME: _____

POSITION/TITLE: _____

PRESENTATION: PUT NAME OF PRESENTATION HERE

DATE & TIME OF PRESENTATION: PUT DATE AND TIME OF PRESENTATION HERE

AUDIO-VISUAL REQUIREMENTS: _____

I AGREE TO VOLUNTEER MY TIME AND PRESENT THE TOPIC ABOVE FOR THE OHIO ATHLETIC TRAINERS' ASSOCIATION ANNUAL SYMPOSIUM ON THE DATE AND TIME GIVEN. I ALSO AGREE TO FIND A REPLACEMENT SPEAKER FOR MY TOPIC SHOULD A SCHEDULING CONFLICT ARISES AND WILL PROMPTLY NOTIFY THE OATA OF THE CHANGE.

SIGNATURE _____ DATE _____

*PLEASE RETURN THIS FORM, AS WELL AS ANY HANDOUT MATERIALS FOR THE SYMPOSIUM NOTEBOOK ASAP, but no later than **April 1st, 20__**.

THANK YOU!!!

Contact person: State Program Chair
Title
Contact info

10. Continuing Education Guidelines

- a. Reference BOC and Ohio OTPTAT Board for most current guidelines on providing CE Programs.

11. Reimbursement Form

OATA Reimbursement Form



Date: _____

Check to be made payable to: _____

Address: _____

City, State, ZIP: _____

Phone number: _____

Email address: _____

Amount to be reimbursed: _____

Executive Committee Advisor Signature: _____

Executive Committee Advisor License Number: _____

Account/Committee Line: _____

Please submit with a copy of original receipt(s) and Executive Committee Advisor's signature.

Send to: OATA Treasurer
Treasurer's Address
City, State, ZIP

For Treasurer use only:

Post mark date: _____

Check #: _____

12. Registration

- a. State Meeting Planner
 - i. As Chair of the AMP, recommends appointment of Registration Chairperson to the President Elect for approval.
 - ii. As Advisor to the AMP, President Elect has final decision on all aspects of registration.
- b. Registration Chair
 - i. Appointed for a two-year term by OATA President Elect with the recommendation of the State Meeting Planner.
 - ii. Responsible for all aspects of Symposium Registration Form:
 1. Development & instructions on registration form
 2. Recommendation of fee structure
 3. Consults with the Webmaster to establish on-line registration capabilities, quotes for out sourcing registration, online form, information collection (link to Registration Chair), security for credit card payment (link to Treasurer), notification to attendees that information was received, and sending Eblast reminders to the membership.
 4. Copies all mailings and communications related to Registration organization and administration to the State Meeting Planner.
 - iii. Receives current OATA member list from the OATA Secretary for registration database and labels for symposium packets.
 - iv. Consults with the Newsletter Chairperson or printing designee regarding printing needs relating to registration reminder postcards, registration forms, enclosures in registration packets, and all printing information needs.
 - v. Maintains communication and collaboration with the registration volunteers
 - vi. Collects all cash or checks for registration payments.
 1. Files copies and sends original checks for registration to the OATA Treasurer as they are received through the US post office.
 2. During the annual symposium, surrenders all cash received from registration to the OATA Treasurer at the close of registration for the day.
 - vii. Collects all registration forms
 1. Monitors number of registration forms as they are received and advises the State Meeting Planner often regarding progress and of any special needs for attendees.
 2. Prints lists of registration attendees, banquet ticket requests, and business lunch requests to the State Meeting Planner.
 3. Prints list of Exhibitors
 - viii. Maintains inventory of name badges for attendees, speakers, and exhibitors.
 - ix. Maintains inventory and distributes nametag ribbons for Executive Committee members, Hall of Fame members, AMP members, Speakers, Exhibitors, and Special Guests.
 - x. Responsible for storing, maintaining, and securing all registration equipment and supplies during the symposium and throughout the year.
 - xi. Develops, updates symposium receipt in database.
 - xii. Responsible for maintaining CEU accreditation database for the Annual Symposium attendees.
 1. Displays BOC Provider Number on CEU reporting form.
 2. Displays BOC logo on CEU reporting form.
 3. Duplicates archived CEU report forms for \$15 fee if requested.
 - xiii. Submits a final report of all registration aspects to the State Meeting Planner within six weeks after completion of the symposium that includes the following;
 1. Financial summary
 2. Attendance summary

3. Recommendations from the registration volunteers
4. Recommendations to improve any aspect of registration development, organization, and administration.

13. Exhibits

a. State Chair

- i. Appointed for a two-year term by OATA Executive Council with the recommendation of the state meeting planner.
- ii. Responsible for the exhibitor contracts:
 1. Save the date and Introduction letter
 2. Contract
 3. Addendum
 4. Mail all out by end of February
- iii. Collect checks and contracts.
- iv. Mailings
- v. Booth Assignments
- vi. Final floor plans
- vii. Copies all contracts and send to State Meeting Planner.
- viii. Maintains inventory of signs.
- ix. Final Report to State Meeting Planner:
 1. Recommendations for the future
 2. Review of all questionnaires
 3. Contract negotiations

b. Templates

SAMPLE LETTER

Dear Exhibitor,

The Ohio Athletic Trainers' Association will be holding their annual meeting and educational symposium Friday, May 11th and Saturday, May 12th in Akron, OH. The format will include a full day of education on Friday with scheduled exhibit breaks. The day will conclude with the annual Awards Banquet at 6:30. Saturday will also include a full day of seminars and conclude with a social event but will not include an exhibit hall.

Exhibits will be open from 8:45 A.M. until 4:00 P.M. on Friday the 11th. Set-up will begin at 7:30 A.M. with tear down starting after the last break at 3:30 P.M. I will be sending contracts in early February as a few last details are finalized. **Please mark your calendars now.**

I am sure you will be pleased with this year's exhibit space and accommodations. Please mention the OATA and you will receive the promotional rate. Looking forward to seeing you all again this year. If you have any questions, please do not hesitate to contact me at any time.

Sincerely,

OATA Annual Meeting Planning Committee Exhibit Chair
Contact info

SAMPLE INVITATION TO EXHIBITORS

Dear Exhibitor,

This is your invitation to exhibit at the 2012 Ohio Athletic Trainer's Association Annual Educational Symposium. This meeting can provide you with a unique opportunity to introduce your product line to over 275 decision makers directly involved with the health care of athletes ranging from high school to the professional level.

The symposium will include two full days of education, starting early Friday morning. The exhibit area will be open at 8:30 A.M. on Friday, April 30th and will remain open until after the last educational seminar that day. The banquet will again be on Friday evening.

We have initiated a new OATA sponsorship program outline. We realize it is advantageous for you to make a yearly contribution and receive all package benefits. I should point out that every sponsorship option comes with the choice of booth space. If you have already committed to be a sponsor, please fill out the enclosed exhibit contract and mail it back as soon as possible. If you are interested and need the package information please do not hesitate to ask.

This year's symposium will be held at the Akron Fairlawn Hilton on the west side of Akron, OH. A block of rooms has been reserved under the OATA and the rates vary according to accommodations.

It is our hope that you will find this symposium to be both enjoyable and rewarding. We are committed to providing the best experience possible and look forward to seeing you this year. If you have any questions please do not hesitate to contact me.

Sincerely,
OATA Annual Meeting Planning Committee Chair
Contact info

CONTRACT FOR EXHIBIT SPACE

FEE SCALE

Please refer to OATA Sponsorship package Information

I wish to reserve the following exhibit space(s) and have enclosed a check for \$_____. Payment in full is required. **EXHIBIT FEES ARE NON-REFUNDABLE. PLEASE RETURN BY April 15, 2012. Confirmation will be sent by email or fax.** By signing this I agree that my organization and staff will abide by the rules and regulations listed by the OATA.

Authorized by:_____ Date:_____

Company Name: _____

Address: _____

Phone #: _____ Email: _____

Fax #: _____

Make check payable to the OHIO ATHLETIC TRAINERS' ASSOCIATION. Please make a copy of your check and contract for your records before sending.

Mail contract and check to: Exhibits Chair
Street Address
City, State, ZIP

Brief description of products on display: _____

Electrical outlet needed: Y or N
Type of door prize: _____
Number of banquet tickets needed: _____

Names of individuals who will staff the booth (for name tags).

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Vendors that you would prefer not to be positioned near:

- 1. _____
- 2. _____

EXHIBITOR EVALUATION FORM

Please complete the following survey ***BEFORE YOU LEAVE***, and return it to **EXHIBIT CHAIR NAME**. This will allow us to better serve our exhibitors in the future.

1. How many years have you had booth space at the OATA meeting? _____
2. Did you attend the social event? *Yes* *No*
3. Did you attend the banquet? *Yes* *No*
4. In comparison to other exhibit experiences, do you feel our exhibit fees are comparable?
Yes *No* *N/A*
5. Would you be interested in a two-day exhibit contract in the future? (One full day on Friday and half day on Saturday)
Yes *No*
6. How would you rate the following:

a. Communication with the OATA	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
b. Exhibit hall set up	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
c. Traffic flow at your booth	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
d. Hours of display time	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
e. Set-up time	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
f. Overall exhibit experience	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
7. Please rate the following factors that may influence your decision to display at our meeting:

	Important-----	-----	not important
Time exhibit area is open	<i>1</i>	<i>2</i>	<i>3</i>
Location of meeting	<i>1</i>	<i>2</i>	<i>3</i>
Booth size	<i>1</i>	<i>2</i>	<i>3</i>
Cost of booth	<i>1</i>	<i>2</i>	<i>3</i>
Attendance	<i>1</i>	<i>2</i>	<i>3</i>
Other_____	<i>1</i>	<i>2</i>	<i>3</i>
8. Please provide any additional comments or suggestions to help the OATA improve your exhibit experience on the reverse of this page.

OATA DOOR PRIZE REGISTRATION

Present this card to 6 exhibitors for validation. Door prizes will be drawn randomly at the conclusion of the business meeting. All 6 boxes must be filled in and you must be present to win. You may win only one prize!

NAME: _____

WORK: _____ **PHONE #** _____

- c. Sponsorship Application
 - i. The Sponsorship Application Form is listed on the OATA website.
- d. Exhibitor Regulations
 - i. Booths: All spaces are \$(PRICE) regardless of location.
 - 1. Each booth will have the following:
 - a. One 6' table with skirt
 - b. Two chairs
 - c. Sign with name
 - d. 8' x 8' booth size
 - e. One trash can
 - f. 110 volt AC electricity, when requested.
 - i. If you need electricity, **please bring your own extension cord** and duct tape or extension cord guards for safety purposes.
 - 2. The committee, based on receipt of application, with preference going to Diamond Level Sponsors, will assign spaces accordingly. All contracts must be accompanied by payment in full. **Contracts received without payment in full will not be given a reservation.**
 - ii. Hours of Exhibits
 - 1. Set up for exhibitors will begin at 7:00 am on (DATE)
 - 2. Exhibits will be open Friday 8:30am - 5:00pm
 - iii. Dismantling of exhibits must be after 3:30pm on (DATE)
 - iv. Security
 - 1. Exhibitors are responsible for security during exhibit hours.
 - v. Cash
 - 1. There can be a cash exchange between exhibitors and conventioners. However, we encourage any transaction of funds to be done on a mail order basis. We ask that your sales be professional in nature, and that actual advertising of prices be kept to a minimum.
 - vi. Door Prizes
 - 1. Indicate on the contract if you plan to participate in the give away. Attendees will be given prize cards that will require a signature from exhibitors to qualify for the door prize.
 - 2. Drawings will be held in the business meeting on Saturday afternoon. Participants must be present to win and may only receive one prize.
 - vii. Attendance: Exhibitors may receive a conventioner list upon request.

e. Sponsorship Packages

Updated 11/2022					
Sponsors and Exhibitors are eligible for a 3 Year Discount price as follows for three consecutive years of support to the OATA	3 YEAR DISCOUNT \$8000	3 YEAR DISCOUNT \$5000	3 YEAR DISCOUNT \$2500	3 YEAR DISCOUNT \$1875	3 YEAR DISCOUNT \$750
	DIAMOND SPONSOR \$3000	PLATINUM SPONSOR \$2000	GOLD SPONSOR \$1000	SILVER SPONSOR \$750	EXHIBITOR BOOTH \$300
Total number of sponsors	1	2	unlimited	unlimited	unlimited
Title of "Official Sponsor of the Ohio Athletic Trainers Association"	YES				
Recognition as "Official Sponsor of OATA Annual Meeting" May		YES			
Announcement as sponsor at OATA Annual Meetings	YES	YES			
Logo shown during introduction of professional speakers	YES	YES			
Logo on Main Page website with link	YES	YES			
Logo on sponsor page website with link	YES	YES			
Logo on OATA Membership Monthly Newsletter with link	YES	YES	YES		
Listed on Program Guide Card as Sponsor	YES	YES	YES	YES	
1 page insert provided in packet at the OATA Annual Meeting	YES	YES	YES	YES	
Recognition as sponsor during OATA Annual Business Meeting	YES	YES	YES	YES	
Exhibitor booth space at OATA Annual Meeting	YES	YES	YES	YES	YES
Logo on sponsor page website without link	YES	YES	YES	YES	
Recognition as sponsor during presentation of Award(s)	YES				

Professional Development Committee

1. Chair: Appointed by the President

a. Duties and Responsibilities:

- i. Responsible for all continuing education and professional development opportunities outside the state meeting.
- ii. Responsible for all continuing education requirements to be submitted to the approving entity including all professional development opportunities, CEUs, and the education component of the State Meeting.
- iii. Submits reports to the President of the Executive Committee.
- iv. Submits budget requests to the Treasurer.
- v. Communicates with the President Elect, state meeting planner, and district board.
- vi. Oversees operations of committee and calls meeting as needed.

- b. Membership: Current OATA member with voting privileges.
- c. Term: Two years, may serve more than one (1) term consecutively.
- 2. Committee members
 - a. Selection: Current district board representatives, at large members recommended by the committee chair and subject to approval and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Plan CEU and professional development opportunities in districts throughout the state.
 - ii. Submits all necessary information to the Professional Development Committee Chair.
 - iii. Assists the chair with projects as needed.
 - iv. Attends meetings as scheduled by the chair.
 - c. Membership: Current OATA member with voting privileges.
 - d. Term: Length of term on district board.

COMMITTEES ADVISED BY THE VICE PRESIDENT OF GOVERNMENTAL AFFAIRS

ATs Care – Ohio

- 1. Chair: Appointed by the President
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the Vice President of Governmental Affairs and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with Vice President of Governmental Affairs and Executive Committee.
 - v. Oversees operation of committee and calls meetings as needed.
 - vi. Submits annual report to members of the committee.
 - vii. Monitors legal concerns of emergency medical services care and athletic training care, and coordinates with the Ohio licensure board.
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Two years, may serve more than one (1) term consecutively.
- 2. Sub-chair(s): Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for committee appointments to Chair for approval by the President and review by the Executive Committee.
 - ii. Communicates with Chair regarding committee concerns.
 - iii. Submits budget requests to the Chair.
 - iv. Communicates legal concerns to President.
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Two years, may serve more than one (1) term consecutively.
- 3. ATs Care - Ohio Committee members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee. Ohio Licensed Athletic Trainer by the OTPTAT Board and background in crisis intervention and/or licensed EMT or background in emergency services.
 - b. Duties and Responsibilities:
 - i. Provides membership with information and training for emergency action plan preparation, procedures, and follow-up services.

- ii. Communicates with athletic training settings regarding emergency plan concerns/issues and crisis management procedures: collegiate, professional, clinical, and high school.
- iii. Organizes training programs and promotes to membership.
- iv. Develops and coordinates CEU opportunities for those certified/trained in emergency or crisis procedures.
- v. Monitors legal and program changes to determine appropriateness and effectiveness of procedures and training.
- vi. Coordinates teams involved in crisis intervention and coordinates with district representatives.
- vii. Coordinates communication with EMS professional organizations.
- viii. Monitors state regulations that may affect membership; emergency care, protocols, and standards of care.
- ix. Attends meetings as called by the Committee Chair and Sub chair.
- x. Participates in regular continuing education sessions.
- xi. Remains informed of team operating policies and procedures.
- xii. Participates in crisis intervention callouts as available and ensures confidentiality of such sessions.
- xiii. Communicates current contact information to team coordinator.
- c. Membership: Current OATA member.
- d. Term: Two years, may serve more than one (1) term consecutively. Must have successfully completed the two-day individual or group in crisis (CISM) course.

Legislation Committee

1. Chair: Appointed by the President
 - a. Duties and Responsibilities
 - i. Makes recommendations for committee members to the Vice President of Governmental Affairs and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests for the committee and subcommittees to the Treasurer.
 - iv. Communicates with the Vice President of Governmental Affairs and Executive Committee.
 - v. Coordinates review of and recommends amendments of the Constitution, By-Laws and Code of Ethics.
 - vi. Communicates with Chair of the Athletic Trainers Section of the OTPTAT Board of Ohio and attends AT Section meetings as able.
 - vii. Continues monitoring of state legislation.
 - viii. Responsible for collecting and submitting candidates interested in filling an expired term or vacancy on the Athletic Trainers Section of the OTPTAT Board of Ohio to the Executive Committee for review and recommendations to the Governor.
 - ix. Serves on Legal Counsel Committee.
 - x. Facilitates the development of annual, short and long term goals of the committee.
 - xi. May serve on the OATAPAC
 - xii. Ohio rep for GAC in GLATA
 - b. Membership: Current OATA member.
 - c. Term: Two years, may serve more than one (1) term consecutively.
2. Sub-chair(s) of the Legislation Committee: Appointed by the Chair
 - a. Duties and Responsibilities

- i. Makes recommendations for committee members to the Chair for approval by the President and for review by the Executive Committee.
 - ii. Communicates with the Chair regarding committee concerns.
 - iii. Submits biannual reports and other reports as requested by the President to the Chair.
 - iv. Monitors the development of annual, short and long term goals of the committee.
 - v. Attends Ohio Athletic Trainers' Association Legislation Committee meetings.
 - vi. Attends Executive Committee meetings at the request of the President.
 - vii. Attends meetings and participates in conference calls of the National and District GAC as needed.
 - viii. Completes budget for committee and submits according to guidelines.
 - ix. May serve on the OATAPAC
 - b. Membership: Current member of the OATA with voting privileges.
 - c. Term: Two years, may serve more than one (1) term consecutively.
- 3. Legislation Committee Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub chair and subject to the approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities
 - i. Shall serve as this organization's Governmental Affairs Committee (GAC).
 - 1. Monitors and makes recommendations to the Executive Committee concerning current AT practice act and any state or federal legislation that may affect the profession of athletic training.
 - 2. Works closely with the Athletic Trainers Section of the Ohio OTPTAT Board.
 - 3. Seeks input and information from the Sub chairs of the following committees regarding legislative issues involving their practice setting: Clinical/Industrial/Corporate Athletic Trainers, Secondary School Athletic Trainers, College/University Athletic Trainers and Athletic Training Students.
 - 4. Keeps the District and National Governmental Affairs Committee (GAC) informed of legislative concerns and/or pending legislative actions in Ohio.
 - 5. Monitors activities of legislative groups that affect the practice of athletic training.
 - ii. Annually reviews the Constitution, By-Laws and Code of Ethics and makes recommendations to the Executive Committee.
 - iii. Annually reviews candidates for the Athletic Trainers Section of the OTPTAT Board and makes recommendations to the Executive Committee.
 - iv. A minimum of one (1) member shall be appointed to serve on the Legal Counsel Committee.
 - c. Membership: Current member of the OATA and shall include a current member of the AT Section of the OTPTAT Board.
 - d. Term: Two years, may serve more than one (1) term consecutively.

COMMITTEES ADVISED BY THE VICE PRESIDENT OF INTRA-ASSOCIATION AFFAIRS

College/University Athletic Trainers Committee

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the Vice President of Intra-Association Affairs and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.

- iv. Communicates with the Vice President of Intra-Association Affairs and Executive Committee.
 - v. Oversees operations of the committee.
 - vi. Communicates items necessary for district and national levels.
 - vii. Acts as the spokesperson for the athletic trainers in the College/University setting in the state of Ohio.
 - viii. Attends Executive Committee meetings that relate to the College/University athletic trainer, at the request of the President.
 - ix. Communicates with the Student Senate Advisor on items that involve the College/University athletic trainer, so that both committees and groups are informed and information may be disseminated for the good of all individuals associated with College/University athletics.
 - x. Communicates with the Legislation Committee on issues involving the College/University practice setting.
- b. Membership: Current OATA member. Must be presently employed in the College/University setting.
 - c. Term: Two years, may serve more than one (1) term consecutively.
2. Sub-chair(s) of the College/University Athletic Trainers' Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Assists the chair.
 - ii. Makes recommendations for committee appointments to Chair for approval by the President and review by the Executive Committee.
 - iii. Communicates with chair regarding committee concerns
 - b. Membership: Current OATA member. Must be presently employed in the College/University setting.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 3. College/University Athletic Trainers Committee members:
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee. Attempts will be made to get broad representation from the various collegiate levels.
 - b. Duties and Responsibilities:
 - i. Attends meetings as called by the Committee Chair and/or Sub-Chair.
 - ii. Provides input to the committee regarding concerns of the College/University athletic trainer.
 - iii. Addresses concerns of the athletic trainer specific to the College/University setting.
 - iv. Gathers information and provides dissemination of information for individuals associated with collegiate athletics.
 - v. Works for the advancement of the athletic trainer working in the College/University setting.
 - c. Membership: Current OATA member. Must be presently employed in the College/University setting.
 - d. Term: Two years, may serve more than one (1) term consecutively.

Committee on Practice Advancement (COPA)

1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Vice President of Intra-Association Affairs and Executive Committee.

- v. Oversees operations of the committee.
 - vi. Attends Executive Committee meetings at the request of the President.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
- 2. Sub-chair of the Committee on Practice Advancement: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges, member of the Committee on Practice Advancement.
- 3. Committee on Practice Advancement Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Establish guidelines to identify new revenue sources in a timely manner for the profession of athletic training and the OATA.
 - ii. Establish guidelines to implement new revenue sources in a timely manner for the profession of athletic training and the OATA
 - iii. Establish and maintain a viable and appropriate relationship with the GLATA COR organization, by attending regular meetings, conferences and communicating in a timely manner
 - iv. Establish and maintain a working and viable committee, with regularly stated meeting that are attended by 90% of the committee members
 - v. Maintain a relationship with any other organization as is warranted to make the governing principles, goals, and objectives a reality.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.

Secondary Schools Committee

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Vice President of Intra-Association Affairs and Executive Committee.
 - v. Oversees operations of the committee.
 - vi. Communicates items necessary for district and national levels.
 - vii. Acts as the spokesperson for the athletic trainers in the high school setting in the state of Ohio.
 - viii. Attends Executive Committee meetings that relate to the high school athletic trainer, at the request of the President.
 - ix. Communicates with the Legislation Committee on issues involving the Secondary School practice setting.
 - x. Serves as the Ohio's Secondary School Athletic Trainers Committee Liaison to the Great Lakes Athletic Trainers' Association/District IV. (Article IX, Section 2).

- b. Membership:
 - i. Current OATA member with voting privileges. Must be an Ohio Licensed Athletic Trainer by the OTPTAT Board/BOC Certified member.
 - ii. Must be presently employed by a school as a full time teacher/ athletic trainer at a high school. Must be teacher/athletic trainer, outreach athletic trainer assigned to a secondary school, a school employed athletic trainer or a retired secondary school athletic trainer.
- c. Term: Two years, may serve more than one (1) term consecutively.
- 2. Sub-chair(s) of the Secondary School Athletic Trainers Committee: Appointed by the Chair
 - a. Membership: Current OATA member.
 - b. Term: Two years, may serve more than one (1) term consecutively.
- 3. Secondary School Athletic Trainers Committee members:
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
 - b. Membership: Current OATA members.
 - c. Term: Two years, may serve more than one (1) term consecutively.
- 4. Duties and Responsibilities:
 - a. Willing to put forth time and effort to handle concerns and problems with Ohio's high school athletic trainers.
 - b. Attends meetings as called by the Committee Chair and/or Sub-Chair.
 - c. Provides input in the committee regarding concerns of the high school athletic trainer.
 - d. Addresses concerns of the athletic trainer specific to the high school setting.
 - e. Gathers information and provides dissemination of information for individuals associated with high school athletics.
 - f. Works for the advancement of the athletic trainer working in the high school setting.

Student Senate Committee

- 1. See Section VI.

Young Professionals Committee

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests for the committee to the Treasurer.
 - iv. Communicates with the Vice President of Intra-Association Affairs and Executive Committee.
 - v. Facilitates the development of annual, short and long term goals of the committee.
 - vi. Attends Executive Committee meetings that relate to young professionals at the request of the President.
 - vii. Acts as a spokesperson for Young Professionals in the state of Ohio.
 - b. Membership: Current OATA member.
 - c. Term: Two years, may serve more than one (1) term consecutively.
- 2. Sub-chair(s) of the Young Professionals Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with the Chair regarding committee dealings and concerns.
 - ii. Assists the Chair.
 - b. Membership: Current member of the OATA with voting privileges.
 - c. Term: Two years, may serve more than one (1) term consecutively.

3. Young Professionals Committee Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair and subject to the approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Attends meetings and conference calls as schedule permits.
 - ii. Willing to put forth the time and effort to handle the concerns, problems and advancement of young professional athletic trainers in Ohio.
 - iii. Provide input as issues arise.
 - c. Membership: Current members of the OATA with voting privileges and within their first 12 years of certification. Efforts will be made to include YP's from each OATA district and a variety of settings.
4. Mission Statement: The mission of the Ohio Athletic Trainers' Association Young Professionals Committee (YPC) is to increase young professional involvement within the OATA. The committee will bridge the gap from athletic training student to young professional and work to foster professional development and leadership skills of YPs within the state. The YPC will act as the voice of the current young professional members and address their concerns. The Young Professionals Committee will search for ways to increase the membership of the OATA among young professionals by contacting non-members and alerting them to the benefits of being an OATA member.
5. Objectives
 - a. Increase young professionals' involvement in the OATA.
 - b. Increase young professional and athletic training student membership and retention.
 - c. Foster leadership and professional growth for newly certified/licensed athletic trainers
 - d. Give young professionals a voice within the OATA.
 - e. Create programs/workshops directed toward young professionals to increase networking and understanding of AT issues (state/national).
 - f. Create a fluid transition from AT student to AT. Bridge between OATA students and the other OATA committees to aid in the transition and provide a gateway to learn the inner workings of the OATA through mentoring students.
 - g. Aid various committees and learn the inner workings of the state, district, and national organizations.
 - h. Link young professionals with mentors from other OATA committees that are of interest to them.
 - i. Construct a social forum for young professionals to increase networking and interaction within their peer group.
 - j. Collaborate with the OATA Student Senate.

COMMITTEES ADVISED BY THE IMMEDIATE PAST PRESIDENT

Athletic Trainer of the Year Committee

1. Chair: District Board Chair.
 - a. Duties and Responsibilities
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests to the Treasurer.
 - iv. Communicates with the Immediate Past President and Executive Committee.
 - v. Oversees all operations of the committee.
 - vi. The Immediate Past President will notify all members of the process for nominations for all awards 60 days prior to the nomination deadlines.
 - vii. Distributes biographical data sheets to all nominees, collects and returns sheets to committee members.

- viii. Schedules a meeting of the committee for the purpose of discussing the nominees and if criteria are met, selecting the recipient(s) for Athletic Trainer of the Year. Maximum of four (4) candidates each year.
- ix. Verifies membership status with Secretary.
- x. Communicates the results to the Immediate Past President and membership at the annual meeting.
- xi. Attends Executive Committee meetings at the request of the President
- b. Membership: Current OATA member with voting privileges.
- c. Term: Length of term as District Board Chair.
- 2. Sub-chair Athletic Trainer of the Year Award Committee: Appointed by the Chair.
 - a. Membership: Current OATA member with voting privileges and member of the District Board.
 - b. Term: Length of term as District Board Representative.
 - c. Duties and Responsibilities:
 - i. Communicates with the Chair regarding committee concerns.
 - ii. Assists the Chair.
- 3. Athletic Trainer of the Year Award Committee members:
 - a. Selection: District Board Representatives.
 - b. Membership: Current OATA members with voting privileges.
 - c. Term: Length of term as District Representative.
 - d. Duties and Responsibilities:
 - i. Meets to review all nominations to be certain that all deserving candidates are nominated.
 - ii. Meets for the purpose of discussion and voting for awards.
 - iii. Follows Athletic Trainer of the Year Criteria (See Appendix E).
 - iv. Encourages members to nominate or nominates candidates for the award.

Committee on Scholarships

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Immediate Past President and Executive Committee.
 - v. Oversees all operations of the committee.
 - vi. Receives and reviews all applicants for the Scholarship Award(s) and Student Leadership Award(s).
 - vii. Schedules meeting of the committee for the purposes of discussing and, if criteria are met, selecting the recipient(s) of Scholarship Award(s) and student leadership award(s).
 - b. Membership: Current OATA member with voting privileges.
 - c. Term: Two years, may serve more than one (1) term consecutively
- 2. Sub-chair of the Committee on Scholarships
 - a. Selection: Appointed by the Chair.
 - b. Membership: Current OATA member with voting privileges, member of the Committee on Scholarships.
 - c. Term: Two years, may serve more than one (1) term consecutively
 - d. Duties and Responsibilities:
 - i. Communicates with Chair regarding concerns of the committee.
 - ii. Assists the Chair.
- 3. Scholarship Committee members

- a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
- b. Membership: Current OATA member with voting privileges.
- c. Term: Two years, may serve more than one (1) term consecutively
- d. Duties and Responsibilities:
 - i. Meets to review all nominations for the Scholarship (College and Family) Award(s) (See Appendix I) and Student Leadership Award(s) (See Appendix M).
 - ii. Recommends candidates for the Scholarship Award(s) and Student Leadership Award(s) to the Executive Committee.

Hall of Fame Committee

1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests to the Treasurer.
 - iv. Communicates with the Immediate Past President and Executive Committee.
 - v. Oversees all operations of the committee.
 - vi. Communicates the guidelines for selection of Hall of Fame to the membership.
 - vii. Distributes biographical data sheets to all nominees, collects and returns sheets to committee members.
 - viii. Schedules a meeting of the committee for the purpose of discussing the nominees and if criteria are met, selecting the recipient(s) for the Hall of Fame.
 - ix. Attends Executive Committee meetings at the request of the President.
 - x. Selects five (5) members of Hall of Fame to serve as the Ethics and Procedural Review Committee as needed
2. Sub-chair of the Hall of Fame Committee: Appointed by the Chair.
 - a. Membership: Current OATA membership and member of the Hall of Fame Committee.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Duties and Responsibilities:
 - i. Communicates with the Chair regarding committee concerns.
 - ii. Assists the Chair.
3. Hall of Fame Committee members
 - a. Selection: All past inductees recommended for appointment by the Chair and subject to approval of the President and review by the Executive Committee.
 - b. Membership: OATA Hall of Fame member.
 - c. Term: Lifetime.
 - d. Duties and Responsibilities:
 - i. Reviews all nominations to be certain that all deserving candidates are nominated (See Appendix E).
 - ii. Recommends candidates for induction to the Executive Committee through the following process:
 1. Initial/Culling vote for candidates
 - a. HOF committee members will receive candidate information electronically (email/online) or by regular mail (if requested) prior to a face to face meeting that will be scheduled for late January/early February.
 - b. HOF committee members with review all candidate information and vote for up to three (3) candidates.

- c. A deadline date to receive HOF committee member votes will be established prior to the face to face meeting.
 - d. The final ballot will consist of candidates who have received a minimum of 50% of the cast ballots, or a minimum of the top five percentage vote receivers of the ballots cast by the deadline.
2. Final voting procedure
- a. HOF committee members will discuss the final slate of candidates at a face meeting scheduled for late January/early February. If feasible, an attempt will be made to include those committee members who cannot attend the face to face meeting, via conference call.
 - b. HOF committee members in attendance will cast ballots for up to three (3) candidates at the conclusion of the meeting or via email/regular mail by the deadline established by the HOF committee sub-chair.
 - c. HOF committee members not in attendance will have the opportunity to vote via email or regular mail by the deadline established by the HOF committee sub-chair.
 - d. Ballots will be counted by the HOF committee sub-chair and one (1) other HOF committee member.
 - e. To be elected, a candidate must achieve 70% of the ballots cast by the deadline.
 - f. If none of the candidates achieve the required 70% minimum a second vote may be requested by the HOF committee sub-chair or by any member of the HOF committee.

Honorary Membership Award Committee

- 1. Chair: District Board Chair.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Immediate Past President and Executive Committee.
 - v. Oversees all operations of the committee.
 - vi. Receives and reviews all applicants for Honorary Membership.
 - vii. Schedules a meeting of the committee for the purpose of discussing the nominees and if criteria are met, selecting the recipient(s) of Honorary Membership.
 - viii. Attends Executive Committee meetings at the request of the President.
 - b. Term: Length of term as District Board Chair.
 - c. Membership: Current OATA member with voting privileges.
- 2. Sub-chair of the Honorary Membership Award Committee: Appointed by the Chair.
 - a. Duties and Responsibilities
 - i. Communicates with Chair regarding committee concerns.
 - b. Term: Length of term as District Representative.
 - c. Membership: Current OATA member with voting privileges, member of the District Board.
- 3. Honorary Membership Award Committee members
 - a. Selection: District Board Representatives
 - b. Duties and Responsibilities
 - i. Meets to review all nominations for Honorary Membership (See Appendix E).
 - c. Term: Length of term as District Board Representative.
 - d. Membership: Current OATA member with voting privileges.

Linda Weber Daniel Outstanding Mentor Award Committee

1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Immediate Past President and Executive Committee.
 - v. Oversees all operations of the committee.
 - vi. Communicates the guidelines for selection and solicits nominees for the Linda Weber Daniel Outstanding Mentor Award to membership.
 - vii. Schedules meeting(s) of the committee for the purpose of discussing the nominees and if criteria are met, selecting the recipient for Linda Weber Daniel Outstanding Mentor Award.
 - viii. Attends Executive Committee meetings at the request of the President.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
2. Sub-chair of the Linda Weber Daniel Outstanding Mentor Award Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges, member of the Linda Weber Daniel Outstanding Mentor Award committee.
3. Linda Weber Daniel Outstanding Mentor Award Committee Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Meets to review all nominations for Linda Weber Daniel Outstanding Mentor Award and if criteria are met, choose an award winner (Appendix E).
 - ii. Helps communicate the guidelines for selection and solicit nominees for the Linda Weber Daniel Outstanding Mentor Award.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.

OATA Service Award Committee

1. Chair: District Board Chair.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Immediate Past President and Executive Committee.
 - v. Oversees all operations of the committee.
 - vi. Communicates the guidelines for selection and solicits nominees for the OATA Service Award to membership.

- vii. Distributes biographical data sheets to all nominees, collect and returns sheets to committee members.
 - viii. Schedules meeting(s) of the committee for the purpose of discussing the nominees and if criteria are met, selecting the recipient(s) for the OATA Service Award.
 - ix. Verifies membership status with Secretary.
 - x. Communicates the results to the Immediate Past President and the membership at the annual meeting.
 - xi. Attends Executive Committee meetings at the request of the President.
 - b. Term: Length of term as District Board Chair.
 - c. Membership: Current OATA member with voting privileges.
2. Sub-chair of the OATA Service Award Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Length of term as District Board Representative.
 - c. Membership: Current OATA member with voting privileges, member of the OATA Service Award Committee.
 3. OATA Service Award Committee Members
 - a. Selection: members of the District Board.
 - b. Duties and Responsibilities:
 - i. Meets to review all nominations to ensure that all deserving candidates are nominated.
 - ii. Meets for the purpose of discussion and voting for awards.
 - iii. Follows the OATA Service Award Criteria (See Appendix E).
 - c. Term: Length of term as District Board Representative.
 - d. Membership: Current OATA member with voting privileges.

OATA Lifesaving Efforts Award Committee

1. Chair: District Board Chair.
 - a. Duties and Responsibilities:
 - i. Submits biannual reports and other reports as requested by the President to the Executive Committees.
 - ii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iii. Communicates with the President and Executive Committee.
 - iv. Oversees all operations of committees.
 - v. Communicates the guidelines for selection of Lifesaving Efforts Award to membership.
 - vi. Schedules a meeting of the committee for the purpose of discussing the nominees and if criteria are met, selecting the recipient(s) for Lifesaving Efforts awards.
 - vii. Submits annual report and budget request to the Immediate Past-President.
 - viii. Attends Executive Committee meetings at request of President.
 - b. Term: Length of term as District Board Chair.
 - c. Membership: Current OATA member with voting privileges.
2. Sub-chair of the Lifesaving Efforts Award Committee: District Board Representative, as selected by the District Board Chair as needed.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Length of term as District Board Representative.
 - c. Membership: Current OATA member with voting privileges.
3. Lifesaving Efforts Award Committee Members
 - a. Selection: District Board Representatives.

- b. Duties and Responsibilities:
 - i. Meets to review all nominations for Lifesaving Efforts Award (See Appendix E).
- c. Term: Length of term as District Board Representative.
- d. Membership: Current OATA member with voting privileges.

Team Physician Award Committee

- 4. Chair: District Board Chair.
 - a. Duties and Responsibilities:
 - i. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - ii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iii. Communicates with the Immediate Past President and Executive Committee.
 - iv. Oversees all operations of committee.
 - v. Communicates the guidelines for the selection of Team Physician Award to the membership.
 - vi. Collects all letters of nomination and distributes to committee members.
 - vii. Schedules a meeting of the committee for the purpose of discussing and if criteria are met, selecting recipient(s) of the award.
 - viii. Attends Executive Committee meetings at the request of the President.
 - b. Term: Length of term as District Board Chair.
 - c. Membership: Current OATA member with voting privileges.
- 5. Sub-chair of the Team Physician Award Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Length of term as District Representative.
 - c. Membership: Current OATA member with voting privileges, member of the District Board.
- 6. Team Physician Award Committee Members
 - a. Selection: District Board Representatives.
 - b. Duties and Responsibilities:
 - i. Meets to review all nominations to be certain that all deserving candidates are nominated (See Appendix E).
 - ii. Recommend candidates for Team Physician Award to the Executive Committee.
 - c. Term: Length of term as District Representative.
 - d. Membership: Current OATA member with voting privileges.

Ethics and Procedural Review Committee

- 1. Chair: Chair of the Hall of Fame Committee.
 - a. In the event of an investigation of unethical behavior of the Chair of the Ethics and Procedural Review Committee, the President will appoint an individual to serve as Chair.
 - b. Duties and Responsibilities:
 - i. Communicates with the Immediate Past President and Executive Committee.
 - ii. Coordinates investigations of alleged unethical conduct or violations of the Constitution and /or By-Laws.
 - iii. Communicates the decision of the Ethics and Procedural Review Committee in writing to the Executive Committee.
 - iv. Notifies the Executive Committee in writing of any disciplinary actions imposed by the Ethics and Procedural Review Committee.
 - v. In the event of multiple allegations, the Chair may recommend the appointment of an additional Sub-chair from the Hall of Fame Committee.

- vi. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - vii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - viii. Serves on the Ethics and Procedural Review Committee as a non-voting members and selects five (5) additional members.
 - ix. Runs Ethics and Procedural Review Committee investigations.
 - x. Notifies the accused individual(s) in writing of the Code of Ethics, Constitution, and/or By-Laws violation and the appropriate corrective measure(s).
 - c. Term: Two years, may serve more than one (1) term consecutively.
2. Sub-chair of the Ethics and Procedural Review Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: As needed
 - c. Membership: Hall of Fame member and current OATA member. In the event of an investigation of unethical behavior of the Sub-chair, the President will appoint an individual to serve in stated role.
 3. Ethics and Procedural Review Committee Members
 - a. Selection: Five (5) members serve as selected by the Chair of the Hall of Fame Committee as the Ethics and Procedural Review Committee(s).
 - b. Duties and Responsibilities:
 - i. Investigates all allegations of unethical conduct or violations of the Constitution and/or By-Laws.
 - ii. Disciplinary actions shall be determined by a majority vote of this committee.
 - c. Term: As needed.
 - d. Membership: Hall of Fame member and current OATA member.
 4. Legal counsel will be consulted in all ethic and procedural reviews.

Finance Committee

1. Advisor: Immediate Past President.
 - a. Duties and Responsibilities:
 - i. Make recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests to the Treasurer.
 - iv. Communicates with Immediate Past President and Executive Committee.
 - v. The Immediate Past President, President, or President Elect shall serves as a secondary signatory on all financial accounts.
 - vi. Schedules and leads regular meetings of the Finance Committee, at minimum, annually.
 - vii. Serves on Legal Counsel Committee.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
2. Finance Committee Members
 - a. Selection: Recommended for appointment by the Advisor and subject to the approval of the President and review by the Executive Committee to include:
 - i. Current Treasurer.
 - ii. Current State Meeting Planner.
 - iii. Up to three (3) members at large, preferably including previous treasurers.
 - b. Duties and Responsibilities:

- i. Creates and recommends policies and procedures for financial issues.
- ii. Advises the Treasurer and Executive Committee regarding the financial matters of the association and makes recommendations on investing strategies; both of which may require consulting and utilizing a CPA and an investment planner.
- iii. Verifies bonding of the officers(s) as required by By-Laws.
- iv. Maintains a listing of all account numbers and their locations for all Association funds.
- v. Reviews annually the budget of the Association.
- vi. Oversight of the Sponsorship Program.
- c. Term: Two years, may serve more than one (1) term consecutively.
- d. Membership: Current OATA member with voting privileges.

COMMITTEES ADVISED BY THE SECRETARY

History and Archives Committee

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Secretary and Executive Committee.
 - v. Collects newspaper clippings, pictures, audio/video tapes, etc. from special events involving the OATA members.
 - vi. Attends Executive Committee meetings at the request of the President.
 - vii. Serves as Ohio's representative to the GLATA/District IV History and Archives Committee.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
- 2. Sub-chair of the History and Archives Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges, member of the History and Archives Committee.
- 3. History and Archives Committee Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Assists in gathering OATA history and archiving such information from the membership.
 - ii. Collects newspaper clippings, pictures, audio/video tapes, etc. from special events involving the OATA members.
 - iii. Assists in gathering and archiving information for GLATA and NATA
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.

Communications Committee

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:

- i. Makes recommendations for appointment of committee members to the President and for review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Secretary and Executive Committee.
 - v. Oversees operations of the committee including membership reports, newsletters/e-blasts, social media, public relations, and the website.
 - vi. Communicates with GLATA representative for state items necessary for District and National levels.
 - vii. Collects and receives information from officers, committee members, and the membership.
 - viii. Attends Executive Committee meetings at the request of the President.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
- 2. Sub-chair(s) of the Communications Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges, member of the Communications Committee.
- 3. Communications Committee Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Assists in gathering OATA information and news from the membership.
 - ii. Assists in writing/editing Monthly E-Blast.
 - iii. Assists in production of monthly E-Blast.
 - iv. Submits OATA news and information to the Membership Communication Sub-chair by the deadline dates.
 - v. Assists with social media management.
 - vi. Assists with public relations initiatives.
 - vii. Assists with website management.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.
- 4. Newsletter Coordinator: member of Communications Committee
 - a. The newsletter coordinator will produce a monthly e-blast to the membership with updates from officers, committees, and the membership.
 - b. The newsletter coordinator will communicate monthly deadlines to the Executive Committee and all committee chairs.
- 5. Social Media Coordinator and Social Media Team
 - a. Selection: Recommended for appointment by the Chair, Sub-chair, and subject to approval of the President and review by the Executive Committee.
 - b. Duties and Responsibilities:
 - i. Oversees operations of all OATA social media accounts.
 - ii. Oversees Membership Communications Committee members assigned to be social media administrators.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.
 - e. Social Media Policies and Procedures

- i. The purpose of all OATA social media accounts is to provide another means of communicating with our membership and the public.
- ii. OATA social media account administrators will be responsible for posting content to each account as well as monitoring and responding to comments. If the content of a post is questionable, admins should contact the social media coordinator prior to posting. Keep in mind that all posts are accessible to the general public.
- iii. Content should be checked for accuracy before posting.
- iv. In the case of a controversial post or conversation, administrators should keep a level tone in replies when representing the OATA.
- v. Always give credit when sharing material from another source.
- vi. Correct errors in OATA posts promptly and respectfully.
- vii. Any posts with inappropriate language or content should be deleted immediately. This includes posts or information that would violate HIPAA or FERPA.
- viii. The following can be adapted to be posted in the “About” section of the OATA’s social media accounts: “OATA’s Facebook page encourages active discussion and sharing of information and thoughts. However, content that includes profanity, personal attacks, commercial promotions, or is otherwise deemed inappropriate will be deleted by the page administrators.”
- ix. Content of posts can include but is not limited to: highlighting Association material, news, website content, award winners, OATA sponsors, and information beneficial to the audience.
- x. Job postings are not permitted via social media. Persons interested in posting a job opening should be directed to the website.
- xi. CEU programs not sponsored by the OATA cannot be advertised on social media, unless these programs are free to the participants. Persons interested in paying to advertise any educational programs should be directed to the website.
- xii. All accounts will reflect the OATA as a whole. Separate accounts will be permitted for district representatives and the Student Senate. Any other committees or entities affiliated with the OATA wishing to have any social media accounts will obtain permission from the Executive Committee. Please remember that when you are posting from an OATA account that you are representing the entire Association. Use a professional and respectful tone. No individual should create an account without permission and claim to be representing the OATA. Such accounts will be reported and shut down.
- xiii. Persons with information to be posted to social media should contact the Social Media Coordinator via email or through any of the OATA’s social media accounts.

6. Public Relations Team: designated members of Communications Committee

a. Duties and Responsibilities:

- i. One designated Communications Committee member shall serve as a representative to GLATA/District IV Public Relations Committee.
- ii. Develops a speaker’s bureau in each region of the state of Ohio.
- iii. Assist state members in finding speakers/topics for official OATA meetings.
- iv. Works with all relevant organizations with their annual meeting and area workshops.
- v. Promotes the athletic trainer at all settings.
- vi. Communicates to the general public the role of the athletic trainer.
- vii. Works with photographer and videographer in taking pictures for OATA public relations.
- viii. Photographer takes pictures of OATA events.
- ix. Videographer takes films of OATA events.
- x. Send out press releases on all award winners: local, state, district, and national
- xi. Send out press releases on “hot topics” in the news
- xii. Plan and budget for attendance at appropriate trade shows
- xiii. Gathers pertinent information relevant to the OATA.

- xiv. Disseminates public relations to media or appropriate parties.
 - xv. Works with high school administrators in promoting the OATA in the state in conjunction with the SSC and cross-over members.
 - xvi. Develops a working relationship with area school administrators and assisting them with their area workshops.
 - xvii. Promotes the athletic trainer at the high school level and the value they serve to the school and its athletic programs in conjunction with the SSC and cross-over members.
7. Webmaster and Website Team
- a. Duties and Responsibilities:
 - i. Submits budget requests of designated committees/subcommittees to the Communications Committee Chair and Treasurer.
 - ii. Communicates with the President and Executive Committee.
 - iii. Oversees operations of the website..
 - iv. Provides information for the OATA website.
 - v. Edits website to maintain current and accurate information.
 - vi. Collects and posts OATA information, news, email, addresses, job placements, etc.
 - vii. Collects OATA award winner information to use in the creation of Power Point slides for use presentation process. This information will be gathered from and shared with the AMP Banquet Chair.
 - viii. Maintains domain name (oata.org) and server space.
 - ix. Submits annual report and budget request to Communications Committee Chair.
 - x. Serves on the Nominating Committee.
 - xi. Attends Executive Committee meetings at the request of the President.
 - xii. Shares password and all technical details with one member of committee and secretary.

Memorial Resolutions Committee

- 1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Maintains communication with the Secretary and Executive Committee.
 - ii. Maintains communication with District Board as to memorial resolutions of OATA members.
 - iii. Maintains communication with Sub-chair of the Membership Communication Committee.
 - iv. Maintains communication with GLATA/District IV and NATA offices.
 - v. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - vi. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - vii. Communicates with the Treasurer for the purchase of flowers or making of appropriate donation.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
- 2. Sub-chair of the Memorial Resolutions Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges, member of the Memorial Resolutions Committee.
- 3. Memorial Resolution Committee Members
 - a. Selection: Consists of members of the District Board.
 - b. Duties and Responsibilities:
 - i. Gathers information of memorial resolutions of OATA members.

- ii. Maintains communication with Chair of such event.
- c. Term: Two years, may serve more than one (1) term consecutively.
- d. Membership: Current OATA member with voting privileges, member of the District Board.

COMMITTEES ADVISED BY THE TREASURER

Sponsorship Committee

1. Chair: Appointed by the President.
 - a. Duties and Responsibilities:
 - i. Makes recommendations for committee appointments to President for approval by the President and review by the Executive Committee.
 - ii. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - iii. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - iv. Communicates with the Treasurer and Executive Committee.
 - v. Coordinates all sponsorship activities for OATA Annual Meeting, special events, and website.
 - vi. Schedules and leads meetings of the Sponsorship Committee, minimally on an annual basis.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges.
2. Sub-chair of the Sponsorship Committee: Appointed by the Chair.
 - a. Duties and Responsibilities:
 - i. Communicates with Chair regarding committee concerns.
 - ii. Assists the Chair.
 - b. Term: Two years, may serve more than one (1) term consecutively.
 - c. Membership: Current OATA member with voting privileges, member of the Sponsorship Committee.
3. Sponsorship Committee Members
 - a. Selection: Recommended for appointment by the Committee Chair, Sub-chair, and subject to the approval of the President and review by the Executive Committee.
 - i. May include but not limited to:
 1. AMP Exhibit Coordinator
 2. Webmaster
 3. AMP Chair (State Meeting Planner)
 4. Public Relations Chair
 5. Special Events Coordinator
 6. Any individual approved to solicit money or donations for OATA sponsored events.
 - b. Duties and Responsibilities:
 - i. Coordinates all sponsorship activities for the OATA Annual Meeting, special events, and website.
 - ii. Communicates with Chair regarding committee concerns.
 - iii. Submits bi-annual reports and other reports as requested.
 - iv. Submits budget requests to Chair.
 - v. Coordinates with Chair of Finance Committee.
 - vi. Attends all Sponsorship Committee meetings as requested by the Chair.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.

4. Special Events Coordinator
 - a. Selection: Appointed by the President.
 - b. Duties and Responsibilities:
 - i. Selects a date, location, and time for special events.
 - ii. Communicates with management of the special events location regarding all aspects of the event.
 - iii. Solicits sponsors for special events of the purpose of door prizes, sponsors, and other activities associated with the outing.
 - iv. Obtains the necessary insurance coverage for liabilities associated with special events.
 - v. Advertises and promotes special events.
 - vi. Submits an annual budget to the Chair of Sponsorship Committee.
 - vii. Works under the direction of the Treasurer to conduct the financial aspects of special events.
 - viii. Submits a financial report to the Chair of the Sponsorship Committee after all special events.
 - c. Term: Two years, may serve more than one (1) term consecutively.
 - d. Membership: Current OATA member with voting privileges.

SECTION VI: LIAISON POSITIONS

Liaison Positions:

1. Liaison positions are either directly appointed by the President or are assigned as a role of a particular standing committee. Liaison positions shall be created at the discretion of the President for the length of the President's term. All liaisons shall be OATA members. The President will serve as liaison to other organizations as needed.

Joint Advisory Committee on Sports Medicine of the OSMA, OHSAA, and OATA

1. Chair: Current OATA President.
 - a. Duties and Responsibilities:
 - i. Communicates to the Executive Committee any information from the Joint Advisory Committee.
 - ii. Attends Joint Advisory Committee meetings.
 - iii. Acts as spokesperson for OATA to the Joint Advisory Committee when necessary.
 - iv. Coordinates meeting of athletic trainer members of the Joint Advisory Committee as needed.
 - v. Submits biannual reports and other reports as requested by the President to the Executive Committee.
 - vi. Submits budget requests of designated committees/subcommittees to the Treasurer.
 - b. Term: Current term of the President.
 - c. Membership: Current OATA member with voting privileges.
2. Joint Advisory Committee on Sports Medicine of the OSMA, OHSAA, and OATA Members
 - a. Selection: Appointed by the President pending vacancy. Two (2) members shall be the President and Immediate Past-President with a maximum of four (4) athletic trainers will serve on this committee. A minimum of two (2) committee members must be directly employed by a secondary school system as an athletic trainer. Must be willing to pay all personal expenses incurred.
 - b. Duties and Responsibilities:
 - i. Attends annual mid-winter Joint Advisory Committee meeting and others as called by Chair of the JAC.
 - ii. Attends meetings as called by Chair of OATA Subcommittee.
 - c. Term: Two years, but not more than three (3) terms consecutively.
 - d. Membership: Current OATA member with voting privileges. Must be Ohio Licensed Athletic Trainer by the OTPTAT Board.
3. Physician Liaison

- a. Selection: Appointed by the Chair of the Joint Advisory Committee.
- b. Duties and Responsibilities:
 - i. Disseminate information from the OATA to the Joint Advisory Committee.
 - ii. Serves as a resource person for the OATA.
 - iii. Attends OATA meetings as able.
 - iv. Accountability.
 - v. Reports to Chair of Joint Advisory Committee.
 - vi. Reports to OATA President.
- c. Term: Two years. May serve more than one term, but not more than two (2) terms consecutively.
- d. Membership: Must be a licensed physician of the OSMA.

SECTION VI: OATA STUDENT SENATE

ORGANIZATIONAL STURCTURE

1. The OATA Student Senate (SS) meetings will according to the OATA Constitution, By-Laws and Operations Manual set forth by the OATA Executive Committee (EC).
2. General OATA Student Senator Responsibilities
 - a. Participate and contribute to the Senate as a leader among peers.
 - b. Represent students from respective OATA SS district.
 - c. Actively communicate with co-district representative to the OATA SS.
 - d. Reply to all OATA SS communications by stated deadline for each request.
 - e. Participate in all scheduled OATA SS conference calls.
 - f. Actively recruit students to attend the OATA Annual Meeting.
 - g. Encourage students to become involved in their profession at any level.
 - h. Act as an informed advocate of students for current issues in the athletic training profession.
 - i. Assist in the planning of the OATA Annual Meeting Student Education Program (SEP) in collaboration with the OATA AMP.
 - i. Contribute to the topic and speaker lists for planning meeting.
 - ii. Contribute to the development of the program schedule.
 - iii. Contribute to the efforts of the Sponsorships & Donations coordinator as requested.
 - iv. Assist in the acquisition of speakers for all lectures and workshops by the given deadline.
 - j. Assist in the planning and organizing of the OATA Quiz Bowl.
 - i. The student senators will attend the OATA Quiz Bowl.
 - k. Attend the Annual OATA Annual Meeting and Symposium in May.
 - i. The student senators will dress in professional attire.
 - ii. The student senators will be responsible for attending:
 1. OATA Executive Council Meeting (recommended)
 2. OATA Business Meeting
 3. OATA Annual Meeting Student Education Program
 4. OATA Student Senate Committee meetings
 - iii. The student senators will perform the following duties as assigned by the OATA SS Annual Meeting Coordinator:
 1. Moderators will be the OATA student senators
 2. Other duties as designated by the SS Annual Meeting Coordinator

APPLICATION AND SELECTION

1. All OATA student members will be informed directly via e-mail by the OATA SS President about the seats open on the SS by September 1st of each year. Applicants must be either a sophomore or junior undergraduate student in a baccalaureate CAATE accredited ATEP or a first-year master's student in an entry-level master's CAATE accredited ATEP in order to be eligible for this position.
2. Applications will be made available on the OATA website at the time students are informed via email and remain open until the deadline of October 10th or until at least one acceptable candidate has submitted an application from each of the respective districts. All student applications should be sent to the President Elect of the OATA SS who will then deliberate with the OATA SS. By November 1st, the potential 5 district finalist will be submitted to the Executive Committee for approval. All student applicants will be notified by the OATASS President by November 15th.
3. The OATA SS will be comprised of 13 voting members from the annual SS December meeting to the annual OATA May meeting and 7 voting members from the annual May meeting until the following annual December meeting. These members include the 3 Student Senators approved by the OATA EC to serve a 2 year term on the GLATA Student Senate, and 2.5 years on the OATA SS, as well as 2 representatives from each of the 5 districts designated by the OATA SS who will serve on the OATA SS for 1.5 years.
4. If for any reason a student senator does not fulfill the complete term, the OATA District Representative will present an interim Student Senator candidate for approval by the OATA Executive Committee if more than 12 months remain of the term. If less than one-year remains of the term, the Senate seat will remain vacant until regular appointment of a replacement takes place. The OATA SS President will be responsible for communicating any vacancies to the OATA Executive Committee.

STUDENT SENATE POSITIONS

1. OATA Student Senate President
 - a. To be filled by the 2nd year GLATA SS from Ohio, serving a one-year term
 - b. Reports to the OATA EC and attends all meetings.
 - c. Organizes and leads the OATA SS
 - d. Communicates all relative information to the OATA SS and Advisors.
 - e. Plans and leads all conference calls and meetings.
 - f. Creates and distributes the meeting agenda at least one week prior to the scheduled meeting or conference call.
 - g. Approves all communication information sent for publication
 - h. Delegates tasks to OATA SS members as needed.
2. OATA Student Senate President-Elect
 - a. To be filled by the 1st year GLATA SS from Ohio, serving a one-year term.
 - b. Reports to the OATA SS President.
 - c. Acts as parliamentarian to maintain order during all meetings and conference calls.
 - i. Fills in for OATA SS President when he/she is absent and also perform duties assigned by the OATA SS President.
 - ii. Collects all monthly reports from OATA SS members and advisor 1 week prior to the scheduled meeting or conference call.
 - iii. Coordinates and distributes a fully monthly report via email to the OATA SS and Advisor 24-48 hours before the meeting.

- iv. Attends Executive Committee meetings.
 - v. Collects senator applications.
3. OATA Student Senate Past President
- a. To be filled by the GLATA SS from Ohio, serving a 5-month term from December through May.
 - b. Reports to the OATA SS President and Advisor.
 - c. Acts as a mentor to the OATA SS President and the OATA SS President Elect.
 - d. Completes tasks at the discretion of the OATA SS President and Advisor.
4. OATA Student Senate Treasurer & Sponsorships and Donations
- a. Reports to OATA SS President.
 - b. Communicate with the OATA Treasurer.
 - c. Organizes, develops, and present to the OATA SS budget to OATA SS President who will present budget to OATA EC via the OATA Treasurer by October 1st of the respective year.
 - d. Collects and records any monetary donations on behalf of OATA SS.
 - e. Compose the Treasurer's monthly report and submits it to the President Elect by the first of each month.
 - f. Communicate with the OATA Sponsorship Chair.
 - g. Recommended to attend the NATA Annual Meeting and Clinical Symposium if monetarily and geographically feasible.
 - h. Responsible for soliciting monetary sponsorships under the direction of the OATA Sponsorship Chair for the Student Senate Committee from the following sources:
 - i. Athletic Training Student Organizations at those Colleges and Universities within Ohio with an accredited athletic training program.
 - ii. Athletic Training Departments at all Colleges and Universities within Ohio, including those that do not have an accredited athletic training program.
 - 1. Initial solicitation to each of the above sources is to be made by August 31st of each respective year.
 - iii. Responsible for soliciting material donations for needed workshop supplies and door-prizes from the following sources:
 - 1. Corporations (i.e. textbook publishers, supply companies, etc.).
 - 2. Local businesses & restaurants (i.e. Walmart, Applebee's, etc.).
 - 3. Professional sport teams/athletic trainers.
 - a. Initial solicitation to each of the above sources is to be made by September 31st of each respective year.
 - iv. Send thank you letters/cards to all sponsors within one month of the OATA Annual Meeting; it is recommended that a copy of the student newsletter be included to demonstrate how their contribution was acknowledged.
 - v. Obtain prize(s) for OATA Quiz Bowl Champions if available.
 - vi. Maintain and regularly update the sponsorships and donations database.
 - vii. Compose the Sponsorships & Donations Co-Coordinators' monthly report and submits it to the President Elect.
5. OATA Public Relations Coordinator & Webmaster
- a. Appointed by OATA SS President.
 - b. Communicates with OATA PR Committee and OATA Webmaster.
 - c. Regularly communicates with the OATA PR Chair on current athletic training related issues and events.
 - d. Updates the OATA Student Facebook pages a minimum of twice per month.
 - e. Composes the PR monthly report and submits it to the President Elect.
 - f. Communicates with OATA Webmaster.

- g. Regularly communicates with the OATA Webmaster to update OATA SS page of the OATA Website.
 - i. Submits the OATA SS Newsletter to OATA Webmaster for posting to website.
 - ii. Composes monthly report and submits to the President Elect by the first of each month.
 - iii. Works in conjunction with the Secretary to create and produce an OATA SS Monthly Newsletter.
 - 1. Will submit Quarterly Newsletter to OATA SS Webmaster who will submit it to OATA Webmaster.
6. OATA Student Senate Secretary
- a. Appointed by the OATA SS President.
 - b. Reports to the OATA Student Senate President.
 - c. Communicates with the OATA Secretary.
 - d. Records all meeting and conference call minutes.
 - e. Distributes each set of minutes to the OATA SS within one week of the meeting or conference call.
 - f. Submits information from the OATA SS monthly report to the OATA Secretary by the end of the month.
 - i. Works in conjunction with the Webmaster to create and produce an OATA SS Monthly Newsletter
 - 1. Will submit Quarterly Newsletter to OATA SS Webmaster who will submit it to OATA Webmaster.
 - ii. Keeps current contact list of OATA SS members and alumni and distributes it to the OATA SS as changes occur.
 - iii. Tallies the votes casted during the OATA SS meetings.
 - iv. Composes the Secretary's monthly report and submits it to the President Elect.
7. OATA Student Senate Annual Meeting Coordinator
- a. Appointed by OATA SS President.
 - b. Reports to the OATA Student Senate President.
 - c. Communicate OATA AMP Chair.
 - d. Responsible for the planning and implementation of the Student Education Program (SEP).
 - e. Communicate directly with the OATA SS regarding all aspects of the SEP.
 - f. Communicate with the OATA Annual Meeting Planning Committee as directed by the OATA AMP Chair.
 - g. Responsible for reporting speaker information and status to the OATA AMP Chair.
 - h. Responsible for initial formal contact and follow-up contact with presenters, upon recommendation from the OATA SS.
 - i. Responsible for determining the speaker's needs and communicating those to the AMP, and OATA SS.
 - j. Responsible for communicating speaker material needs to the Sponsorships & Donations Co- Coordinators.
 - k. Responsible for obtaining speaker contact information and speaker contracts.
 - l. Assign duties to the Student Senators as needed (i.e. moderator, photographer, etc.).
 - m. Compose the Annual Meeting Coordinator monthly report and submit it to the President Elect.
8. OATA Quiz Bowl Coordinator
- a. Appointed by the OATA SS President, each serves a two-year term with one continuing coordinator and one new appointment each year.
 - b. Responsible for the planning and implementation of the OATA Student Symposium and Quiz Bowl.

- i. Establishing location and host school for the OATA Student Symposium and Quiz Bowl.
 - ii. Plan Student Education Programing for the OATA Student Symposium and Quiz Bowl in collaboration with the host school.
 - c. Contact the school in possession of the OATA Quiz Bowl traveling plaque to arrange the return for presentation to the new champion.
 - d. Compose a question set for review and approval by the OATA SS Advisors.
 - e. Responsible for the physical set-up of the room for the competition and communication of facility, A/V and material needs to the OATA SS Advisors.
 - f. Maintain the Turning Point software on a portable laptop to serve as the system used for the OATA Quiz Bowl.
 - g. Compose the OATA Quiz Bowl Coordinator monthly report and submit it to the President Elect
9. OATA Student Senate Advisor
- a. The Advisor will be appointed by the President with input from the OATA SS.
 - b. The OATA SS Advisors will travel to the OATA Annual Meeting and participate in all scheduled OATA Student Senate meetings and events.
 - i. The travel costs (mileage) of the current OATA SS Advisors will be covered under the current year's OATA Student Senate Budget.
 - c. The OATA SS Advisors are expected to participate in all meetings and conference calls.
 - d. The advisors shall participate in a "brainstorming" fashion when the OATA SS is in need of guidance.
 - e. The OATA SS Advisors will act as an experienced resource in the field of athletic training.
 - i. This may happen by referring speakers for the annual meeting, providing insight on operations, and/or guiding Student Senators on how to accomplish tasks.
 - f. Act as a resource for the OATA Quiz Bowl Coordinator:
 - i. The OATA SS Advisors will work with the OATA Quiz Bowl Coordinator to develop and approve the questions for the current year's Quiz Bowl.
 - ii. The Advisors will also help the OATA Quiz Bowl Coordinator with any questions they may have about their duties.
 - iii. The Advisors may serve in the roles of emcee or judge, or assist in the recruitment of ATCs for these roles.
 - g. Actively assist the Sponsorships & Donations Coordinator:
 - i. The OATA SS Advisors will assist the Sponsorships & Donations Coordinator with letter writing, database generation, and increased number of contacts for donation requests.
 - h. Ensures that the OATA SS follows and adheres to the OATA SS operations manual.
 - i. Assist the OATA SS President in enforcing that each student senator upholds the roles and responsibilities as a member of this organization.
 - j. Be available for other questions concerning the OATA SS:
 - i. The OATA SS Advisors will be available to the OATA SS for advice at times other than during the OATA SS meetings and conference calls.
 - ii. The means by which the advisor chooses to be available for contact (via email, phone, or other) should be made available to the OATA SS.

OPERATING PROCEEDURES

- 1. OATA Student Senate Committee Disciplinary Policy
 - a. Non-compliance with the OATA SS operations manual (i.e. unexcused absence of conference calls, meetings, deadlines, etc.) will result in progressive disciplinary action accordingly.
 - i. First Offense: A student senator does not adhere to the roles and responsibilities as delineated by the OATA Constitution and OATA SS Operations Manual.

1. Disciplinary Action: The OATA SS President will e-mail the student senator to inform them of the non-compliance and instruct them on how to improve.
- ii. Second Offense: The student senator continues to not adhere to their roles and responsibilities as delineated by the OATA Constitution and OATA SS Operations Manual.
 1. Disciplinary Action: The OATA SS President will inform the SS Committee Advisor of the student's non-compliance, with an individual meeting to follow.
- iii. Third Offense: The student senator has not demonstrated significant improvement in performance and does not adhere to their roles and responsibilities as delineated by the OATA Constitution and OATA SS Operations Manual as informed.
 1. Disciplinary Action: The OATA SS President will contact the respective OATA SS Committee Advisor and the OATA President to discuss the situation, and determine the appropriate further disciplinary action.

QUIZ BOWL RULES AND REGULATIONS

1. Symposium & Quiz Bowl Registration
 - a. Any Athletic Training Program (ATP) in Ohio is welcome to register to attend the OATA Student Symposium and Quiz Bowl.
 - b. Only CAATE accredited ATP may register and participate in the OATA Quiz Bowl competition.
 - c. Any level of student is welcome to attend.
 - d. Registration information will be emailed to Program Directors by October 1st.
 - e. The deadline for registration will be December 15th.
 - f. No late registrations will be accepted. Changes to registration will not be accepted beyond the registration deadline.
 - g. There will be no refunds on registration fees.
 - h. The registration cost will be \$10 per attendee (faculty/staff included).
 - i. Quiz Bowl Team Composition
 - j. All CAATE accredited entry level ATPs in the state of Ohio are eligible to enter a team in Quiz Bowl.
 - k. Each team will be composed of three (3) students and may have one (1) alternate in the event that one of the team members is unable to participate. The same three participants must compete in all rounds of the competition.
 - l. Team members must be currently enrolled and in good standing with their ATP.
 - m. Any student involved in any aspect of preparation or implementation of the OATA Quiz Bowl is ineligible to compete or coach. These students are not allowed to discuss any aspect of the Quiz Bowl with students, faculty or staff outside of the planning committee.
2. Quiz Bowl Set Up
 - a. Teams will be placed at separate tables or chairs facing the projection screen. Sufficient distance between teams and away from the audience should be ensured.
 - b. One judge will sit with each team.
 - i. Judges will be faculty representatives from one of the attending ATPs.
 - ii. Judges cannot be from the same school as the team they are judging.
 - iii. The judge will record each team's answer for each question on the scoring sheet, along with if the team answered it correctly, and how many points the question was worth.
 - c. There will be one software operator, and one emcee for each round.
3. Software
 - a. Every effort will be made to use TurningPoint to run the Quiz Bowl competition.

- b. If TurningPoint is not available, a comparable program will be used.
- c. If technology cannot be used at all, the back-up scoring method will be used.

4. Rules For Competition

- a. Questions will be in Jeopardy format; however, every team will be able to answer each question using their clicker.
- b. Each round will consist of 30 questions – 5 questions from six different categories. Categories will be derived from the content areas identified in the most current edition of the Athletic Training Educational Competencies and BOC Role Delineation Study
- c. All questions have been checked and referenced by two sources.
 - i. Questions are written by the OATA SS Quiz Bowl Coordinators, OATA SS Advisor, and volunteer faculty members from Ohio ATPs.
- d. All categories and questions in each round will be different.
- e. Rounds One and Two:
 - i. Round One questions will have a point value between 100 and 500, with increments of 100.
 - ii. Round Two questions will have a point value between 200 and 1000, with increments of 200.
 - iii. Each team will have 10 seconds to respond to each question.
 - iv. The emcee will read the question in its entirety before the timer starts.
 - v. Point value for each question decreases as the timer decreases.
 - vi. The team who buzzes in and locks in the correct answer the earliest will receive the largest number of points.
 - vii. Teams will have the opportunity to change their answer for a decreased amount of points before the timer expires.
 - viii. Once the timer expires, no team will be allowed to answer.
 - ix. Teams cannot answer before the time has started.
 - x. Teams will lock in their answer using the provided device. Teams will also confirm their answer with their assigned judge.
 - xi. The team that answers correctly first will choose the next question.
 - xii. If no team answers correctly the previous team that selected will select the next question.
 - xiii. Points are added to the team's score for correct answers.
 - xiv. Points are deducted from the team's score for incorrect answers.
- f. Final Jeopardy
 - i. The category for final jeopardy will be announced.
 - ii. Teams' scores will be shown and each team will have 1 minute to write down their wager on a provided 3x5 card.
 - iii. The wagers will be given to the emcee.
 - iv. The final jeopardy question will be read.
 - v. Teams will have 1 minute to write down their answer on the provided 3x5 card.
 - vi. The correct answer will be displayed, the score calculated, and the winner will be revealed.
 - vii. In the event of a tie, another final jeopardy question will be given following the same procedures.

5. Team Selection

- a. Each team will compete in Round One.
- b. The top five (5) teams from Round One will be announced and participate in Round 2 followed by the Final Jeopardy round.

6. Back Up Scoring

- a. If Turning Point technology fails, the following procedures will be used:
 - i. Judges assigned to each team will use the score sheet provided to tally scores.
 - ii. Judges will record the teams answers, how many points the questions was worth, if the team got it correct, and how many points were earned or lost.
 - iii. Points will be added to the teams' scores for correct answers.
 - iv. Points will be deducted from the teams' score for incorrect answers.
 - v. Judges will keep a running total of the team's score.
 - vi. After every 5 questions, judges will be asked to announce scores.
 - vii. Teams will take turns choosing categories and point value.

OATA STUDENT SENATE DISTRICTS

1. Northwest
 - a. Bowling Green State University
 - b. Heidelberg University
 - c. Ohio Northern University
 - d. University of Findlay
 - e. University of Toledo
 - f. Youngstown State University
2. Northeast
 - a. Ashland University
 - b. Baldwin-Wallace College
 - c. Kent State University
3. Central
 - a. Capital University
 - b. Muskingum University
 - c. Otterbein University
 - d. The Ohio State University
4. Southeast
 - a. Cedarville University
 - b. Marietta College
 - c. Ohio University
 - d. Wilmington College
5. Southwest
 - a. Miami University
 - b. Mount Saint Joseph University
 - c. University of Cincinnati
 - d. Wright State University
 - e. Xavier University