**DISTRICT III – MAATA**

 **Athletic Trainer Service Award**

 **Information and Instructions**

*The MAATA Athletic Trainer service Award is a prestigious honor that recognizes qualified MAATA members for their exceptional service and unique contributions to the athletic training profession. This is a district award, which reflects dedication to the Association and the field of athletic training on the district level, state and local level. The MAATA Honors and Awards Committee have developed a nomination form and an application form to be completed with accurate information that will help the Subcommittee assess candidates’ contributions. Please carefully read and follow all of the instructions for eligibility, completing the nomination form and candidate profile form.*

**The following instructions will guide you through the nomination process:**

1. **Eligibility:** To be eligible for nomination, individuals must have 15 years certified membership in District III. An Athletic Trainer Service Award candidate exemplifies the mission statement of the NATA and the NATA Code of Ethics: by his/her conduct and advancement of the profession. Recipients of the NATA hall of Fame will ***not*** be considered for the **MAATA Service Award**. MAATA Hall of Fame and MAATA Most Distinguished Athletic Trainer Award recipients will *not* be considered for the MAATA Service Award.
2. **Completing the Nomination and Candidate Profile Form:** All nomination forms must be typed and completed in their entirety, even if information is duplicated on the candidate’s resume. Points will not be awarded for incomplete sections, unanswered questions or questions in which the response refers the subcommittee or committee members to the nominee’s resume for answer(s). Familiarize yourself with what is being requested. Candidates are not expected to have experience in all areas and should not feel intimidated by having to leave some parts of the profile form blank.

The MAATA Athletic Training Service Award candidate profile form has been designed to include all areas that qualify for scoring. Because of this, and to manage the volume of material received, the Committee asks that only specific information requested be submitted.

*The District III Honors and Awards Committee and its subcommittees reserve the right to return to the nominee, without consideration for the award, any incomplete or incorrect nomination form.*

1. **Advocacy Forms & Letters of Recommendation:** The Candidate’s application should include three advocacy forms and/or letters of recommendation. **The MAATA ADVOCACY FORMS are on the MAATA WEBSITE under the DIII Honors & Awards section.** Sponsors are responsible for ensuring this occurs. Some nominees fell uncomfortable requesting such letters from colleagues. Others prefer to handle letter procurement themselves. With that in mind, we ask that the sponsor obtain these letters from the individuals the nominee designates, unless the nominee indicates she/he will do so.

Recommendation letters should conform to the following guidelines:

* Letters should be printed on letterhead stationery, signed by the author and scanned to be included with the candidate’s application or sent directly to the Sub-Committee Chair. Retired athletic trainers are not required to use business letterhead.
* One Advocacy Form or letter must come from an administrator and/or supervisor.
* One Advocacy Form or letter must come from any individual (athletic trainer) chosen by the candidate who is current member of District III (MAATA) in good standing.
* One Advocacy Form or letter can come from any individual (EX. Athletic trainer, team physician or co-worker, etc.) chosen by the candidate. \*If the candidate opts to have a second letter of support from an athletic trainer, it is required that he/she be a current member of District III (MAATA) in good standing or a retired MAATA member.
1. **Resume or Vita:** Nominees should include a current resume or vita to supplement the information on the nomination form.
2. **JPEG Quality Photo:** Please send and or attach a JPEG quality photo – head shot or bust style.
3. **Deadlines:** Nominations will accepted annually from 8/15 up to and including 10/31 of the current year. All materials requested, including the resume or vita and letters of recommendation must be submitted via email by US Mail by November 30th for consideration. Candidates and sponsors will receive an e-mail from the Honors and Awards Committee when the application is complete. Candidates and sponsors are welcome to contact the Sub-committee chair (see below) to check the status of application components at any time.
4. **The Evaluation Process:** The review process takes several weeks. The MAATA Service Award subcommittee members will evaluate each nomination, complete an evaluation form and score each nomination reviewed. Their recommendations will be forwarded to the Executive Council, which will give final approval of winners.
5. **Notification:** All sponsors and candidates will be notified by the District III Honors and Awards Committee as to the decision per selection no later than March 1st.
6. **Awards Presentation:** The honoree will be presented and recognized during the MAATA Annual Meeting and Clinical Symposia.

**If you have any questions,** please contact Bob Casmus, ATC, Chair of the District III honors and awards Committee at robertcasmus@gmail.com or at 704-642-8232.

On behalf of the District III Honors and award Committee and Subcommittees thank you for your contributions to the athletic training profession and the association.

**DEADLINE:** Thank you for ensuring Honors and award Committee receives all nomination and candidate materials by November 30th.

**Send all District III Service Award Materials to:**

**Sherry Summers, ATC Subcommittee Chair – MAATA Service Award 4664 Stella St. Keezletown, VA 22832 540-810-3328** **sherrysummers57@gmail.com**

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