

Guidelines for the NSCA Special Interest Groups

**Prepared by
NSCA Membership Department**

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PREFACE

The guidelines presented herein are specific to the Special Interest Groups (SIG) program of the National Strength and Conditioning Association (NSCA). For general volunteer information and conduct, please refer to the Volunteer Handbook and Reference.

Guidelines for the NSCA SIG

SIG Defined

An NSCA SIG is a group of NSCA members that share common strength and conditioning interests. The purpose of a SIG is to provide a forum in which individuals may discuss and debate current topics, network with others in the field, share information, and educate others.

Purpose of a SIG Program

The SIG program is an electronic, networking, discussion forum, which meets once to twice per year at national events. The program is utilized to support the Mission of the NSCA:

As the worldwide authority on strength and conditioning, we support and disseminate research-based knowledge and its practical application to improve athletic performance and fitness.

The SIG program supports the NSCA Mission through the use of the NSCA forums, Bulletin, e-newsletter, web page, and networking communication. The goal of each SIG is to engage peers for open discussions, to share information, network for higher understanding of a specific interest, provide personal knowledge in assistance with problems, provide links to subjects of interest, build bonds with peers, identify best practices, and encourage professional standards.

NSCA operational functions are not the purview of the SIG. These guidelines and the Volunteer handbook govern the activity and the involvement of the SIG. The SIG is not a committee and therefore is not governed by committee guidelines.

The NSCA has several programs with a contractual obligation to sponsors. These have nothing to do with the function of a SIG and are not related to any SIG activities. The SIG does not create policy or relationships with other organizations on behalf of the NSCA. They may suggest policy changes and recommend organizations that will help achieve the NSCA's Mission to their Board Liaison.

The SIG is not a publishing tool. Editorial articles and training programs, etc. may be submitted for consideration and peer review to the *NSCA's Performance Training Journal*, *Strength and Conditioning Journal* and the *Journal of Strength and Conditioning Research*. Guidelines for

publication submission can be found on the NSCA web site at www.nsca-lift.org/Publications.

The NSCA *Bulletin*, SIG e-newsletter, SIG forum, SIG web page may not be used for self-promotion, spamming, publishing articles, or promotion of yours or another's company. Additionally, personal member information, including email addresses, mailing addresses, phone numbers, etc. may not be used for promotion or solicitation of any kind.

A SIG does not establish NSCA policy or have any administrative authority.

Formation of a New SIG — Process

SIG Approval

In order to form a SIG an application must be submitted to the NSCA Headquarters; Attn: Volunteer Coordinator for initial processing. The Headquarters will ensure that the application packets are complete prior to presentation to the NSCA Membership Committee. The Membership Committee will review the materials and determine if the required criteria have been met. If the application is complete and has been approved by the NSCA Membership Committee, it will be forwarded to the NSCA Board of Directors (BOD) via the BOD Liaison for the Membership Committee for final approval. Those applications that are deficient will be returned to the originator for further completion and clarification.

The National Headquarters must receive SIG applications on or before October 1 and April 1 of each year. In order to be presented at the BOD meetings scheduled at the Sport-Specific Training Conference (SSTC) in January or National Conference in July.

Following formal approval by the BOD each SIG must maintain the minimum criteria set forth in these guidelines.

Before You Start, Can You:

- Create a clearly defined purpose statement that is not currently supported by any other SIG.
- Obtain a Chair and two Executive Council members that have strong leadership and who are goal orientation.
- Provide the names of 50 initial members.
- Submit a completed application.

Developing a Purpose Statement

Each SIG is required to develop a Purpose Statement that is in keeping with the Mission of the NSCA. The Purpose Statement will:

- Provide a unique definition and focus of the SIG.
- Describe how the group will act within the NSCA.

Structure of a SIG Executive Council

- The members of each SIG will elect an Executive Council for their SIG.
- The minimum composition required for any SIG Executive Council is a SIG Chair and two (2) Executive Council members. The maximum number of a SIG Executive Council is seven (7) members.
- Members of the council must be current NSCA members.
- The SIG Chair length of service shall not exceed three (3) years.
- The SIG Chair may only serve one term as the Chair.
- Executive Council members should serve a minimum term of three (3) years.
- The SIG Executive Council members appoint the SIG Chair.
- An outgoing SIG Chair will serve in the position of Immediate Past Chair, a non-voting position, for one year to assist with the transition of on-going projects.
- Executive Council members may serve two consecutive three-year terms, but not more than two terms on the SIG Executive Council.
- Executive Council members may only serve on one SIG Executive Council at a time.
- New SIGs must develop a staggered rotation schedule so that not all Executive Council members rotate off at the same time.

Suggested Structure & Responsibilities for A SIG Executive Council

CHAIR

- Organization planning and execution
- Agenda preparation
- Take the lead of the annual meeting

VICE CHAIR/SECRETARY

- Keep the meeting minutes
- Prepare the Annual Report for submission by the Chair
- Prepare and submit the e-newsletters for approval and distribution
- Prepare and submit news items pertinent SIG information for the NSCA web page

ONLINE FORUM MODERATOR

- Orientates members to the guidelines of the NSCA forums
- Supervising and monitors forum activities
- Provides mentoring and instruction to forum members

MEMBERS AT LARGE

- There may be up to 4 members at large
- Supports the Chair, Vice Chair/Secretary, and Online Forum Moderator in their roles
- Executes specific roles as designated by the Executive Council

OBTAINING MEMBERS

- Through the NSCA Headquarters request an SSTC or National Conference 'Call for Interest' meeting.
 - Requests must be made to the NSCA Volunteer Coordinator no later than October 1st for SSTC and April 1st for National Conference.
- Submit a Web News item to be posted on the NSCA web site.
- Publish an announcement on the NSCA *Your Voice* forum.

Operational Maintenance

Annual Report

The SIG Chair is required to file an annual report (Appendix B) regarding the activities of the SIG with the National Headquarters. The annual reporting period covers the period from April 1 through March 31. Reports are to be submitted electronically to Volunteer Coordinator at volunteer@nsca-lift.org not later than May 1st of the reporting year.

Annual Meeting

Each SIG is required to schedule and conduct an annual meeting to discuss current issues, plan for the up-coming year, and provide a networking forum for members. The SIG Executive Council may arrange their meeting for the Sport-Specific Training Conference or the National Conference. The SIG Executive Council responsibilities include:

- Developing and submitting to NSCA Headquarters an agenda to be shared with SIG members one month prior to the scheduled meeting.
- Forwarding a final draft of the Annual Meeting minutes to the National Headquarters by February 7th for SSTC meeting or August 15th for National Conference meeting.

Note: There is no compensation provided on the cost of attending a NSCA conference.

Communication with NSCA Headquarters

Maintaining regular communication with the SIG members, the NSCA BOD Liaison, and the National Headquarters Liaison will ensure that pertinent information related to the SIG will be approved and distributed.

SIG Membership

Each member of the SIG must be a current NSCA member.

NSCA Members may join A SIG by going to the NSCA web site logging in and going to the SIG site.

Staff Liaison

The Special Interest Groups are assigned a staff liaison. The staff liaison is assigned in support of the SIG and can assist in scheduling the annual meetings, scheduling conference calls, sending e-newsletters to members of

SIGs, *Bulletin* submissions, and updating the NSCA web pages with information provided from the SIG Executive Council.

Marketing and Promotion

The National Headquarters will promote and market the SIG program and each individual SIG as a member benefit.

Open Executive Council Positions

Open Executive Council positions will be posted as an agenda item for SIGs annual meetings. Interested individuals will submit a resume and short statement to the designated Executive Council member. The statements will be read at the annual meeting and voted upon. The new Executive Council member's information will be submitted to the NSCA Volunteer Coordinator in the group's meeting minutes.

Utilization of Electronic Services for the SIG

NSCA Forums

The NSCA Forums are moderated by the SIG Executive Council. The Executive Council is responsible for communication, activity, and maintaining compliance to the Forum Guidelines.

Bulletin

The NSCA monthly *Bulletin* provides association events and news to all members. Space is dedicated in each *Bulletin* to publishing SIG activities. Each SIG can submit two paragraphs. Submission to the *Bulletin* is due to the SIG Staff Liaison by the last day of each month.

Web Space

Web space is available to each SIG. This space will provide the option to post:

- A welcome letter
- Executive Council bios and contact information
- E-newsletters
- Meeting agendas and minutes
- Sign-up for members to join the SIG
- Link to forums

Quarterly E-Newsletter

Each SIG may generate a quarterly e-newsletter to be posted on the SIG web page. This may contain updates of SIG activities, upcoming events and announcements, Executive Council openings, and so forth.

Additional Services for SIG Function

SIG Conference Calls

Conference calls can be scheduled between 8:30am – 3:30pm Monday through Thursday, and 8:30am – 2:30pm on Friday, MST. The SIG Chair will contact the Volunteer Coordinator to schedule a date and time for a conference call after coordinating with the rest of the Executive Council officers. Calls should be scheduled at least two weeks in advance and an agenda submitted at the time of request. Failure to plan two weeks in advance may result in denial of the request.

A conference call notice will be emailed to the Executive Council and the SIG Board Liaison with directions on how to dial in for the call. The Secretary will take minutes of the call and submit an electronic word document final draft to the Volunteer Coordinator within one week of the conference call.

Pre-Conference Procedure

SIG are encouraged to plan Pre-Conference Symposia which are two hour sessions, hosted on Wednesday prior to the start of National Conference. The SIG Executive Council must follow the guidelines set forth by the NSCA Conference Department and Conference Committee for application submission. The application must be submitted by May 15 of each year for presentation approval for the following year. Upon approval, preliminary copy of the pre-conference is due to the Conference Department by December 15th with final copy due March 1st.

NSCA Pre-Conference Symposia are member driven and self-sufficient. Pre-conference hosts are responsible for presenter's flight, accommodations, and honorariums. Securing sponsorship is strongly encouraged to cover presenter expenses, equipment, refreshment, and other special requirements.

The NSCA will provide registration, adequate space for the pre-conference, tables, chairs, podium, staging, AV equipment, water services, printed handouts, promotion, and thank you letters to sponsors and presenters.

SIG Sponsorship Guidelines & Funding

Sponsorship Guidelines

In an attempt to appropriately identify potential companies that may wish to sponsor an NSCA Special Interest Group, SIG leaders and members must provide input and suggestions to and work through the NSCA Sponsorship Coordinator.

Sponsoring SIG Meeting or Pre-Conference Symposia

Each year the NSCA provides opportunities to sponsor a SIG annual meeting and/or pre-conference symposia presented by A SIG at an NSCA conference. SIG meeting sponsors will receive recognition as the sponsor of the meeting, signage at the meeting, an opportunity to distribute company literature to meeting attendees, and recognition in National Conference program book schedule of activities.

SIG E-Newsletter

A Special Interest Group sponsor can also receive logo placement and content within the SIG e-newsletter. Content must be approved by the NSCA Volunteer Coordinator. Content may include special promotional offers to SIG members, appropriate advertising, or other acceptable company information.

Additional Opportunities

Sponsors interested in exploring other SIG-related opportunities are encouraged to contact the NSCA Sponsorship Coordinator.

Approaching a Sponsor

SIG leaders and members are encouraged to explore sponsorship for annual meetings, pre-conference presentations, and the SIG newsletter. However, all communication regarding fee structure, entitlements, and specific negotiations are to be handled exclusively by the NSCA Sponsorship Director and/or Sponsorship Coordinator.

Post-Event Correspondence

SIG leaders are likewise encouraged to follow-up with a thank you to the SIG sponsor within two weeks after any sponsored event. A copy of the correspondence should be sent to the NSCA Sponsorship Coordinator to be filed in the sponsor's fulfillment package.

Funding

All support that is offered to a SIG is non-currency. SIG fundraising activities are encouraged but the NSCA Headquarters must approve any use of the NSCA brand. NSCA Sponsorship Department must approve all potential sponsorship opportunities to avoid possible conflicts and interference with NSCA endeavors. The Sponsorship Department will follow-up on sponsorship leads for the SIG.

Disbanding a SIG

A SIG may be disbanded if any or all of the following events occur:

- A SIG fails to hold a minimum of one annual meeting within any 24 month period
- Failure to submit an annual report to the NSCA Volunteer Coordinator
- Minimum communications are not maintained with the SIG members, the NSCA BOD Liaison, and the NSCA Volunteer Coordinator
- An existing SIG whose membership has dropped below 30 members will be placed on a 6 month probationary period to rebuild member numbers
- Appropriate behavior is not maintained as representatives of the NSCA membership as referenced by the NSCA Code of Conduct and Code of Ethics in the Volunteer Handbook

Appendix A – Application for NSCA Special Interest Groups (SIG)

Submit completed application in word document format to **Volunteer@nsca-lift.org**. Allow 4 – 6 weeks for full review by the NSCA Headquarters Staff and Membership Committee.

A minimum of three founding members is required. Incomplete application will not be considered. It is understood that by completing this application your group has read the SIG Guidelines and the NSCA Volunteer Handbook and Reference Manual. Application deadlines are April 1 and October 1 each year.

Application to Establish the NSCA _____ SIG

For each Founding Member (3 minimum required) Provide the Following:

- ✓ Name
- ✓ Title (i.e. Chair, Secretary, Forum Moderator)
- ✓ Member #
- ✓ Complete Address
- ✓ Telephone
- ✓ Email
- ✓ Certification #
- ✓ Qualifications – Include information that will help support your qualifications for founding this SIG.
- ✓ Degrees
- ✓ Certifications and Licenses - Include information on those other than NSCA.
- ✓ Work Experience – Include both paid and non-paid in support of this SIG application.
- ✓ Affiliations – Include organizations and societies other than the NSCA.
- ✓ Community Outreach – Include past committee and group activity, public speaking, presentations, published articles, seminars, workshops, and clinics for both NSCA and Non-NSCA.
- ✓ Curriculum vita or resume (separate from the information required above)

Provide a Definitive Statement for the Following Areas

Proposed NSCA _____ SIG Purpose Statement

- ✓ The group's purpose statement must be clear, focused, and compliment the definition for a NSCA SIG and the NSCA Mission Statement.
- ✓ Include goals, objectives, and a short term plan that will meet this Purpose Statement.
- ✓ Describe how the proposed SIG is unique and necessary.
- ✓ Describe how this SIG will meet the needs of the NSCA membership and enhance the NSCA Mission.

Provide an overview of reason for forming this SIG.

Include the Following

- ✓ A list of interested current NSCA members with their full name and member ID number.
- ✓ All supporting statements and other documentation in support of the application.

Appendix B – Annual Report Template

NSCA _____ Special Interest Group (SIG) Annual Report

April 1, 20____ – March 31, 20____

Chair: _____

Ph: _____ Email: _____

Term Dates: _____

Executive Council Members (please include all SIG Executive Council members)

Name: _____

Title: _____

Ph: _____ Email: _____

Term Dates: _____

SIG Purpose Statement

Current SIG Membership

_____ current NSCA members make up the _____ SIG.

- ✓ Provide an attendance roster of attendees with email addresses.
- ✓ Provide a brief overview of the SIG activities and contributions to the NSCA.
- ✓ Provide an annual plan of activities/objectives for the upcoming year.
- ✓ Identify opportunities for increasing membership for the upcoming year.
- ✓ List of formal and informal SIG meetings held this year, including conference calls.
- ✓ Contributions made to your SIG Web page this year.
- ✓ Provide plans for the utilization of your SIG web page and forum.
- ✓ Number of E-newsletters produced this year.



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