

**Lead / Volunteer**

# **Regional Coordinator and State / Provincial Directors Handbook**



**NSCA™** National Strength and Conditioning Association

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### **Mission Statement**

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.

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## The National Strength and Conditioning Association — A Brief History

*“...to unify members and facilitate a professional exchange of ideas in strength development as it relates to the improvement of athletic performance and fitness”*

When the NSCA formed on July 28, 1978, this statement provided the basis to plot the course for the NSCA in the years to come. Seventy-six founding members, led by Boyd Epley, organized the National Strength Coaches Association and by 1980 expanded the membership to 2,250. They established goals to educate, communicate, analyze, promote, and develop the strength and conditioning profession.

In 1981, the organization's name changed to the National Strength and Conditioning Association to reflect an evolution of the profession. The membership expanded beyond strength coaches to encompass all professionals who contribute to the strength and conditioning field. As the credibility of the Association became stronger, the exchange of information extended. The NSCA Journal became a 64-page publication. The NSCA held 30 sanctioned strength and conditioning clinics annually and placed greater emphasis on research.

In the early 1980s, the Association grew to over 6,200 members and began taking steps to strengthen its emphasis on education. The trademark “sports performance series” was born and became a regular feature of the NSCA Journal cover. By the mid 1980s, education was the top priority. The Association distributed its position papers on prepubescent strength training and anabolic drug use by athletes. Seven hundred people, reflecting the Association's continued growth, attended the National Convention in New Orleans. The Certified Strength and Conditioning Specialist (CSCS) program was initiated to ensure an adequate level of competency among strength and conditioning practitioners. High quality educational resources became a major focus of the NSCA. As a result, the “How-to-teach” series and the “Techniques of Free Weight Training” videotape were developed.

The NSCA began to establish itself internationally with contacts in Japan and Australia in the late 1980s. These contacts would later become active international chapters, servicing the strength and conditioning needs of members in their respective countries. The NSCA also introduced the Journal of Applied Sport Science Research (JASSR) through the NSCA Journal, as a benefit to professional-level NSCA Members. The JASSR later became a stand-alone publication now known as the Journal of Strength and Conditioning Research. The publication continues to be a leader in disseminating applied research in the strength and conditioning field.

The 1990s saw the NSCA develop in many ways. Membership growth and increasing attendance at the National Conference brought staff expansion. The NSCA National Office was relocated to Colorado Springs, Colorado and housed its own staff. In order to meet the demand for hands-on instruction, the NSCA introduced the Sport-Specific Training Conference and Coaches' College. Member needs were also met through the NSCA Website. The web site allowed members to register for NSCA events, renew membership, order products, and browse the Career Hotline. NSCA non-members may also utilize this valuable resource to learn more about the Association.

The new millennium brings over 25,000 NSCA Members worldwide. These members work together to provide objective strength and conditioning information. The NSCA continues to emphasize education, research, and development of the profession. As the Association supports its members, it ultimately supports all athletes and non-athletes who will benefit from safe and efficient exercise techniques and program design.

As a professional membership association, the NSCA brings together strength coaches, sport coaches, sport scientists, researchers, educators, sport medicine professionals (physical therapists, physicians, and athletic trainers), and personal trainers. The Association provides educational resources and opportunities for its members and strives to develop and promote the profession of strength training and conditioning.

The NSCA offers two certifications, the Certified Strength and Conditioning Specialist (CSCS), and the NSCA-Certified Personal Trainer (NSCA-CPT). The CSCS Certification is for professionals who design and implement strength training and conditioning programs for athletes. The NSCA-CPT Certification is designed for those who train clients in one-on-one situations in clients' homes or health/fitness clubs. These credentials are accredited by the National Commission for Certifying Agencies in Washington, D.C., a non-governmental body that endorses certification programs. These certifications have become the measure of excellence among professionals in the industry.

The NSCA conducts a variety of educational conferences, clinics, and seminars. Over 200 NSCA Members volunteer a total of 1,000 hours each year as member resource volunteers, committee members, state/provincial directors, and board members. The seven-member NSCA Board of Directors oversees the growth and development of the Association. The current NSCA Board collectively has over 90 years of experience in the field and lends this great knowledge to the leadership of the Association.

The NSCA exists because there is a need within the community of strength and conditioning professionals for accurate and credible educational information. These individuals also need to create an environment of constant learning through networking. As we celebrate more than 30 years, members can appreciate the credibility and scientific base of the Association's offerings. The field's foremost scientists work to continually elevate the level of quality of Association information. The goals of the information disseminated are improved athletic performance, prevention of injury, health, and wellness.

## **Policies and Procedures Of the NSCA State and Provincial Directors' Committee and Assembly**

### ***Article I: General Provisions***

Section 1: The purpose of a National Strength and Conditioning Association (NSCA) Regional Coordinator and State/Provincial Directors' (SPD) program shall be to:

- a. Provide educational opportunities.
- b. Communicate with members and non-members.
- c. Improve NSCA Member retention.
- d. Improve member involvement and investment.
- e. Increase public awareness of the NSCA.
- f. Provide a vehicle to assist in the fulfillment of the NSCA Mission.
- g. Provide support and training to individual SPD.
- h. Provide a vehicle to increase volunteer opportunities of NSCA Members.
- i. Improve new member acquisition.
- j. Facilitate the exchange of information between membership and the NSCA Board of Directors.

### ***Article II: State/Provincial Directors' Committee***

#### **Section 1**

SPD Committee shall be composed of the current Regional Coordinators.

#### **Section 2**

An NSCA SPD Assembly shall be composed of all the current elected/appointed SPD and Regional Coordinators.

#### **Section 3**

Officers of the SPD Committee shall consist of the Chair, Vice Chair, and Secretary. These positions will be elected by members of the Committee and ratified by the Board of Directors.

#### **Section 4**

Members of the Committee shall serve a three-year term coinciding with their appointment as a Regional Coordinator. At the end of a three-year term, newly elected/appointed Regional Coordinators shall fill vacancies on the Committee.

#### **Section 5**

In the event of a Regional Coordinator vacancy, resulting in a vacancy on the Committee, the remaining committee members shall assist the Membership Director and Volunteer Coordinator in identifying and appointing a new Regional Coordinator to complete the remaining term.

## Section 6

The Chair's duties shall include, but may not be limited to, the following:

- a. The Chair will preside at all meetings of the NSCA SPD Committee and the Assembly.
- b. The Chair shall assist the Membership Director and Volunteer Coordinator in filling the vacant Regional Coordinator positions.
- c. The Chair shall present all reports and minutes of meetings to the Membership Director for inclusion in the Annual Board of Directors Report.
- d. The Chair will preside and conduct the business at the annual meeting according to an established agenda.
- e. The Chair shall declare and put to vote all motions regularly moved and seconded.
- f. The Chair shall answer questions that may arise in the course of proceedings and will announce the results of the vote.
- g. The Chair shall represent and stand for the SPD Committee.
- h. The Chair is entitled to vote when the vote is by ballot and in all other cases where the vote would change the results.
- i. The Chair's average time commitment may be 70 – 100 hrs/yr.

## Section 7

The Vice Chair duties shall include, but may not be limited to, the following:

- a. Will, in the absence of the Chair, call the annual meeting to order and preside until the election of a Chair pro-tempore, which shall be the first order of business.
- b. Assist the SPD Committee Chair in the fulfillment of his/her duties.
- c. Carry out other duties as the Chair may direct from time to time.
- d. Average time commitment of 60 – 90 hrs/yr.

## Section 8

The Secretary's duties shall include, but may not be limited to, the following:

- a. Record all minutes for the SPD Committee and Assembly meetings.
- b. Review and submit for approval all minutes of the meetings to the SPD Committee Chair.
- c. In absence of the Chair and Vice Chair the Secretary will call the meeting to order and preside until the election of a Chair pro-tempore, which shall be the first order of business.
- d. Carry out other duties as the Chair may direct from time to time.
- e. Average time commitment of 50 – 80 hrs/yr.

## Section 9

Committee At-Large Member duties shall include, but may not be limited to, the following:

- a. Each committee member is responsible for a specific geographical region.
  - i. States and Provinces are divided into nine (9) regions; that is, Northeast, Mid-Atlantic, Southeast, Great Lakes, Midwest, North Central, Rocky Mountains, Southwest, and Northwest regions as designated by election division (see Article VI: Section 1).
- b. Provide a written report to the SPD Chair regarding all NSCA activities in their designated region annually.
- c. Solicit candidates for vacant SPD positions in their designated regions.
- d. Provide support to NSCA Headquarters relevant to their designated region.
- e. Average time commitment 70 hrs/yr.

## Section 10

SPD Committee Members who are unable or unwilling to fulfill the requirements of the office under Article II, sections 6 – 9, may be removed using the following procedure:

- a. The committee member in question, whether elected or appointed, will be notified in writing by the Committee Chair of the impending action and the cause of the action.
- b. The committee member in question may appeal a removal by submitting a letter responding to the original issues or causes for removal to the SPD Committee within 15 days of the postmark of notification removal.
- c. The Committee will then take one of two actions:
  - i. Ratify the removal decision.
  - ii. Reverse the removal decision putting the member on a three-month probationary period.
- d. The Committee Chair will forward the decision to the Board of Directors for ratification.

## *Article III: Regional Coordinators*

### Section 1

Regional Coordinators shall be governed by the provision of this handbook.

### Section 2

Regional Coordinators should not be state directors.

- a. Every effort should be made to have a SPD serving in each state or province within your region.
- b. Names may be recommended to the SPD Committee to fill vacancies.

### Section 3

The duties of the Regional Coordinators shall include, but are not limited to:

- a. Providing training, support, and assistance the SPD in their region.
- b. Assisting other Regional Coordinators in the fulfillment of their duties.
- c. Providing guidance for the completion of state/provincial clinics.
- d. Conducting a minimum of one (1) regional clinic annually.
- e. Form and utilize a Regional Advisory Board consisting of all the SPD in the region (see Article III, section 5).
- f. Producing a minimum of two (2) newsletters annually.
  - i. Provide information regarding NSCA sponsored events.
  - ii. Provide information regarding upcoming events at the state/province and regional levels.
  - iii. Provide information regarding Regional Advisory Board activities.
- g. Email, as an attachment, an annual activity report to the NSCA Headquarters.
  - i. The annual reporting period is from April 1 through March 31.
  - ii. Reports are due to the Volunteer Coordinator no later than April 15 of the reporting year.

### Section 4

Assistance in the accomplishment of duties can be obtained from the SPD Committee, NSCA Membership Director, and Volunteer Coordinator.

### Section 5

Formation, purpose, and duties of the Regional Advisory Board.

- a. Each Regional Coordinator shall form and utilize a Regional Advisory Board.
- b. The formation and utilization of the Regional Advisory Board will:
  - i. Provide needed help to the Regional Coordinator in support of NSCA regional events and involvement.
  - ii. Create investment and engagement with NSCA Members.
  - iii. Provide mentoring, training, and grooming for the next Regional Coordinator.
  - iv. Increase fulfillment of the NSCA Mission.
- c. Regional Coordinator
  - i. Works under the direction of the SPD Committee and NSCA Membership Director to ensure each state or province has an elected or appointed director.
  - ii. The Regional Coordinator will utilize the regional advisory board to assist in regional clinic preparation.
  - iii. Provides leadership and training for all State/Provincial Directors.
  - iv. Presides over regional clinics or conferences.

- v. Presides over and conducts all advisory board meetings.
  - vi. Votes only in the event of a tie.
  - vii. Presides over the financial obligations of the region under the NSCA.
  - viii. Serves the spokesperson for the NSCA in the region.
  - ix. Attend the NSCA National Conference.
- d. Regional Advisory Board:
- i. Shall be comprised of the all-current SPD in that region.
  - ii. Each member will have one (1) vote.
  - iii. Decisions may be made by majority vote and are subject to SPD Committee and NSCA Board of Director approval.
  - iv. Will provide guidance and assistance to the Regional Coordinator in the fulfillment of NSCA responsibilities.
  - v. Are expected to attend all regional clinics.
  - vi. Will each be responsible for their state involvement, see Article V.
  - vii. Members will review regional clinic speaker applications for approval.
  - viii. Members will promote the NSCA in a very positive and assertive manner.

## Section 6

### Involvement option for Regional Coordinators.

- a. Require tasks:
  - i. Conduct a minimum of one (1) regional clinic each year.
  - ii. Hold a quarterly Regional Advisory Board meeting.
  - iii. Produce a minimum of two (2) regional newsletters annually to be distributed by the NSCA.
  - iv. Timely submission of annual report.
- b. Involvement option reward:
  - i. Paid registration for NSCA National Conference.
  - ii. \$350.00 from the regional funds to be used on air fare or hotel accommodations for a National Conference.

## **Article IV: State/Provincial Directors (SPD)**

### **Section 1**

SPD shall be governed by the provision of this handbook.

### **Section 2**

The minimum duties of NSCA SPD shall be:

- a. Acquire 50 points annually, based on criteria established by the Assembly.
- b. Conduct at least one (1) state clinic annually.
  - i. Prior approval is required for all clinics before commitments are made.
  - ii. A completed program must be sent to the NSCA Volunteer Coordinator a minimum of 3 months prior to the proposed date of the clinic and 5 months prior to the proposed date of the regional clinic.
- c. Produce at least two (2) newsletters annually.
- d. Email, as an attachment, an annual activity report to the NSCA Headquarters.
  - i. The annual reporting period is from April 1 through March 31.
  - ii. Reports are due to the Volunteer Coordinator not later than April 15 of the reporting year.

### **Section 3**

Any SPD who is unable to fulfill the requirements of the office under this article may be censured using the following procedures:

- a. The SPD in question, whether elected or appointed, will be given a three-month grace period in which to complete his/her duties and responsibilities.
- b. If the SPD is unable or unwilling to complete the established duties during the grace period, he/she will be asked to resign their position.
- c. If the SPD in question is unwilling to resign their position, their appointment shall be terminated based on a majority vote of the SPD Committee.

### **Section 4**

Assistance in the accomplishment of duties can be obtained primarily from the Regional Coordinator and SPD Committee. Assistance may also be obtained from the NSCA Membership Director and Volunteer Coordinator.

### **Section 5**

Formation, purpose, and duties of the Regional Advisory Board:

- a. All SPD will form and utilize a State Advisory Board.
- b. Allow increased volunteer opportunities for NSCA Members at the state level.
- c. Provide needed help to the SPD to fulfill his/her duties.
- d. Allow for the mentoring, training, and grooming of the next SPD.

- e. Create investment and engagement in NSCA Members.
- f. Increase fulfillment of the NSCA Mission.

## Section 6

### State/Provincial Director

- a. With the approval of the SPD Committee, the SPD will appoint NSCA members in the state to the State Advisory Board.
  - i. Selection of board members should include members with varied experience levels.
- b. Presides over state/provincial clinics.
- c. Assists in regional clinics and conferences as directed by the Regional Coordinator.
- d. Serves as the tie-breaker vote during State Advisory Board meetings.
- e. Conduct and presides over all state meetings.
- f. Presides over the financial obligations of the state regarding the NSCA events.
- g. Attend the National Conference.
- h. Serve as the spokesperson for the NSCA in the state/province.
- i. Produce a minimum of two (2) state newsletters annually to be distributed by NSCA.

## Section 7

### State Advisory Board

- a. The State Advisory Board will consist of no less than four (4) and no more than nine (9) members.
- b. Each member will have one vote.
- c. Will provide the SPD with guidance and assistance in the fulfillment of NSCA responsibilities.
- d. The Advisory Board will help provide leadership to the state.
- e. Board members are expected to attend all state meetings and clinics.
  - i. Members will be expected to work and/or present at state clinics.
- f. Each member will have an assigned liaison position.
- g. The advisory board will approve clinic subject matter.
- h. The advisory board will review speaker applications and approve all speakers.
  - i. It is appropriate for the SPD and the State Advisory Board to establish speaker/presenter criteria.
- i. The advisory board can nominate candidates and will receive nominations for:
  - i. High School Strength and Conditioning Coach of the Year.
  - ii. Collegiate Strength and Conditioning Coach of the Year.
  - iii. Personal Trainer of the Year:
    - 1. Winners of these awards at the state level will be nominated for the NSCA High School and Collegiate Strength and Conditioning Coach of the Year, and the Personal Trainer of the Year Awards.

2. Winners must be submitted to the NSCA Headquarters by the December 15 awards deadline for the Personal Trainer of the Year Award.
  3. Winners must be submitted to the NSCA Headquarters by July 15 awards deadline for the High School and Collegiate Strength and Conditioning Coach of the Year.
- j. Advisory board members will take every opportunity to promote the NSCA.

## **Article V: SPD Assembly**

### **Section 1**

SPD Assembly shall consist of all elected and/or appointed SPD and Regional Coordinators.

### **Section 2**

In accordance with Article II, Section 2 of the NSCA Bylaws, only the NSCA Board of Directors has the authority to establish policies and procedures by which the NSCA will operate. Motions carried in the SPD Committee or Assembly meetings shall be forwarded as recommendations to the NSCA Board of Directors for consideration.

### **Section 3**

Robert's Rules of Order shall govern both meetings of the state and provincial directors in all cases to which they are applicable and in which they are not contradictory with NSCA Bylaws and NSCA policies and procedures.

### **Section 4**

One-fourth of the total number of the SPD shall constitute a quorum for the transaction of business at any meeting of the SPD Assembly.

### **Section 5**

In the event a SPD is unable to attend the annual meeting, a proxy may be sent in their place.

- a. The SPD must submit in writing to the Chair the name of the proxy two weeks prior to the meeting.
- b. The proxy may represent the interest of the state or province represented.
- c. The proxy shall not have the privilege of making motions or voting.

### **Section 6**

The Annual Assembly Meeting shall be held from 8:00 PM to 10:00 PM the evening before the National Conference's opening ceremony keynote address and will be conducted utilizing the following agenda:

- a. Meeting called to order by the Chair.
- b. Minutes of previous meeting read by Secretary (approved as read or corrected).
- c. Annual reports (written).
- d. Standing committee reports and general business that will be taken up.
- e. Special committee reports.

- f. Special orders, if any.
- g. Unfinished business (itemized).
- h. New business (itemized).
- i. Program (if any exists).
- j. Adjournment by the Chair.

### **Section 7**

The SPD Committee shall be responsible for developing the agenda. The agenda shall be emailed to all SPD at least one month prior to the meeting. Any agenda item to be included for consideration must be submitted in writing to the Chair at least three months prior to the annual meeting. New business shall be limited to five items.

**Article VI: Election Procedure**

**Section 1**

An SPD shall be elected by majority vote of the general membership of the state in which the candidate resides. In the event that no nominee is presented, the SPD Committee will appoint a qualified NSCA Member residing in that state or province. Criteria for the SPD are as follows:

- a. Will hold office for a maximum of three years.
- b. May be elected or appointed to a maximum of two successive terms.
- c. Elections shall be conducted on a three-year rotation
  - i. East regions will conduct election in the first year.
  - ii. Central regions will conduct elections in the second year.
  - iii. West regions will conduct elections in the third year.
- d. SPD positions shall begin April 15 and end April 14, three years later.
- e. The chart below indicates the rotational elections by regions.

**Election Rotation**

East 1st Year			Central 2nd Year			West 3rd Year		
Northeast	Mid-Atlantic	Southeast	Great Lakes	Midwest	North Central	Rocky Mountain	Southwest	Northwest
NB	DC	AL	ON	AR	MB	AZ	CA	AB
NF	DE	FL	IL	KS	IA	CO	NV	BC
NS	MD	GA	IN	LA	MN	NM	HI	SK
QC	NJ	MS	KY	MO	ND	UT		AK
CT	PA	NC	MI	OK	NE			ID
MA	VA	SC	OH	TX	SD			MT
ME	WV	TN	WI					OR
NH		PR						WA
NY		VI						WY
RI								
VT								

## Section 2

Nominees for the position of SPD or Regional Coordinator:

- a. Must be an NSCA Member in good standing.
- b. Must hold current CSCS® and/or NSCA-CPT® certification(s).
- c. Nominees must submit a resume which shall include:
  - i. NSCA involvement.
  - ii. Employment experience.
  - iii. Qualifications for the elected positions.

## Section 3

Nominations for a SPD or Regional Coordinator:

- a. Must be made by an NSCA Member in good standing.
- b. Are limited to three (3) nominees for each open position.
  - i. If more than three (3) nominations are received, the SPD Committee will select the three (3) most qualified nominees based on NSCA involvement as determined by an established criterion (see Appendix I).

## Section 4

In the event there is a tie of an SPD or Regional Coordinator position, the SPD Committee will break the tie. Upon review of the candidate's credentials, the Committee will select the new SPD or Regional Coordinator based on the nominee's NSCA involvement, which will be determined by established criteria (see Appendix I).

## Section 5

In the event a single candidate is nominated for the SPD or Regional Coordinator position, the SPD Committee may exercise the option to appoint the nominee. Conversely, if the nominee is not qualified, the SPD Committee may reject the nomination and resubmit the call for nominees.

## Section 6

In the event that no nomination is made, the SPD Committee may appoint a qualified NSCA Member to fill the SPD or Regional Coordinator vacancy.

## Section 7

In the event an SPD or Regional Coordinator position becomes vacant prior to the completion of the term, the SPD Committee may appoint a qualified NSCA Member to complete the current term.

## Section 8

Board Approved Campaign Guidelines (Appendix R) shall be followed in all elections.

***Article VII: Amendments to the Policies and Procedures***

**Section 1**

The SPD policies and procedures may be recommended for amendment to SPD Committee by any SPD.

**Section 2**

Written notice of the proposed amendments shall be sent to each SPD Committee a minimum of one month prior to the annual meeting for review and comments.

**Section 3**

SPD Committee approved amendments will be voted on at the Annual Assembly Meeting. For the vote to be valid, a quorum is required.

**Section 4**

The SPD accepted amendments will be considered for approval by the Board of Directors at a regularly scheduled Board Meeting.

***Article VIII: NSCA Volunteer Policies and Procedures***

**Section 1**

It is required that you carefully read and adhere to the directives stated in the State and Provincial Directors Handbook and the NSCA Volunteer Handbook and Reference Manual.

**Section 2**

It is required that you sign and mail to the Volunteer Coordinator the original Volunteer Acknowledgement Form (Appendix A of the NSCA Volunteer Handbook and Reference Manual).

**Section 3**

It is required that you sign and mail to the Volunteer Coordinator the original State/Provincial Director Acknowledgement Form (Appendix U of the State/Provincial Directors Handbook).

**Section 4**

In the event a Regional Coordinator or a SPD wishes to resign, a formal resignation letter must be sent to NSCA Headquarters and the SPD Committee Chair.

# State/Provincial Directors Involvement Option

Members and non-members benefit from the efforts of the SPD and Regional Coordinators. To encourage the State/Provincial Director's involvement, the SPD Committee and NSCA Headquarters have outlined several options in which SPD may become more involved. State/Provincial Directors are not expected to fulfill all of the options outlined. This is a "menu" developed to meet the needs of individual directors. In other words, the involvement options were designed to "even the playing field" among all directors. If you have additional suggestions you would like considered, contact your Regional Coordinator.

As a SPD, some of your goals and responsibilities should be to, but are not limited to:

- a. Provide members and non-members with strength and conditioning educational opportunities.
- b. Provide CEU for certified professionals.
- c. Create investment and involvement for member of the NSCA.
- d. Generate public awareness of the NSCA.
- e. Provide the opportunity for individuals to become members of the NSCA.
- f. Provide networking opportunities.

The extent of your involvement with the NSCA is up to you. The SPD Committee has established minimum performance expectations of all Directors (Article IV, Section 2) that will help you achieve these goals. The NSCA provides rewards for those State/Provincial Directors who exceed the minimum requirements. Point accumulation is measured from April 1 through March 31 (annually).

### **Point Accumulation, Rewards and SPD of the Year Award**

#### **50 – 74 Points**

- Certificate of appreciation
- Eligible for State/Provincial Director of the Year Award
- 30% reduction in National Conference\*

#### **75 – 99 Points**

- Certificate of appreciation
- Eligible for State/Provincial Director of the Year Award
- Complimentary product gift (determined by NSCA Headquarters)
- 40% reduction in National Conference\*

#### **100 – 124 Points**

- Certificate of appreciation
- Eligible for State/Provincial Director of the Year Award
- Complimentary product gift (determined by NSCA Headquarters)
- 50% reduction in National Conference\*
- 50% discount on a 1-year certified professional membership

**125 – 149 Points**

- Certificate of appreciation
- Eligible for State/Provincial Director of the Year Award
- Complimentary product gift (determined by NSCA Headquarters)
- 60% reduction in National Conference \*

**150+ Points**

- Certificate of appreciation
- Eligible for State/Provincial Director of the Year Award
- Complimentary product gift (determined by NSCA Headquarters)
- \$350 from Regional or State Account to be used towards airfare and/or hotel at National Conference\*
- Free National Conference registration

(\* Requires at least \$1,000 in the state or provincial account at time of reporting period.)

Each year at the NSCA National Conference, the SPD that has accumulated the greatest number of points, will be awarded the SPD of the Year Award (appendix I).

## State/Provincial Director Involvement Options Explanation of Criteria Sheet

### ***New Members***

Directors may accrue five (5) points for each new member.

#### **Recruit members.**

Many NSCA Members join the Association because of positive word-of-mouth from current members. You can generate new members via your personal and professional contacts. Encourage your contacts to visit our Website and join the NSCA by electronic application. They should enter the promotional code that indicates they are becoming a member because of your efforts. This information is obtained by NSCA Headquarters via the NSCA Membership Database. There is no limit to the number of points you may acquire for new members. Please note that renewals will not be accepted for points.

### ***Publicity***

Directors may accrue up to 50 points from this category.

#### **Promoting the NSCA by contributing to a non-NSCA publication.**

Editors of trade publications, newsletters, and magazines are always seeking information from qualified professionals. This would include such publications as Training and Conditioning, Scholastic Coach, NCAA News, high school association newsletters, etc. The NSCA must be prominently discussed within the article. Submit a copy of the published article to receive points.

#### **Maintain State/Provincial Director web-based forum.**

To improve communication between its volunteers and members, the NSCA has created web-based forums. A web-based forum is an online community where visitors may read and post topics of common interest. Utilizing forums will allow Regional Coordinators and State/Provincial Directors to discuss issues promptly and connect with the NSCA Members in their area. It will be a place to post announcements, take surveys, answer questions, and network with each other.

### ***Forums***

The moderation for these forums is the responsibility of the Regional Coordinator or selected State/Provincial Director. There are two forum moderation options:

- a. The Regional Coordinator becomes the moderator for the regional forum.
- b. Recruit a maximum of two State/Provincial Directors within your region to be moderators.

Note that the role of moderator will match that of the SPD and/or SPD Regional Coordinator term of office.

To view the forums and for further assistance, refer to the links below:

- a. Current forums on the NSCA Website are located at <http://www.nasca-lift.org/forum>.

- b. Terms and Conditions of Use may be view at
- c. <http://www.nasca-lift.org/AboutSite/TermsAndConditions.shtml>.
- d. Forum/User Guidelines may be veiwed at <http://www.nasca-lift.org/forum/userguidelines.asp>.

### ***Local Education Initiatives***

#### **Prepare state/provincial newsletter.**

State/provincial newsletters are required to keep members of the NSCA in your state informed of events and activities in your state. To publish a newsletter you must submit the proposed newsletter to the NSCA Headquarters, two (2) months prior to the proposed date of release, for review. When the content is approved, it will be formatted and sent, via email attachment to all members of the NSCA in your state or region. A state/province newsletter should be prepared by the State Advisory Board, under the direction of the SPD for delivery to NSCA Members residing in that state. The newsletter will be counted as 10 points toward the reporting year.

#### **Prepare regional newsletter.**

A regional newsletter should be prepared by the Regional Advisory Board, under the direction of the Regional Coordinator for delivery to NSCA Members residing in that region. This newsletter will be counted as 10 points towards the reporting year.

#### **Hold State Advisory Board meetings.**

See Article VI for details. A minimum of one meeting per quarter is required to set goals and plan NSCA events. Conference call meetings may be set up through the NSCA Headquarters by submitting an agenda and request two weeks prior to the call. Meeting rooms may also be scheduled at the National Conference, SSTC or PTC. Requests must be received three (3) months prior.

#### **Present and represent the NSCA at a non-NSCA local/regional clinic.**

Presentations given at non-NSCA clinics must be approved for points by the SPD Committee. A brochure, flyer, etc. identifying you as a speaker/presenter must be provided in order to receive points towards your annual report.

#### **Co-host an approved NSCA regional clinic with the Regional Coordinator.**

The points will be awarded to each SPD participating in the planning, conduct and supervision of regional clinic, conference or symposia.

#### **Host the annual state/provincial clinic.**

See State/Provincial Director Guidelines for NSCA Approved Clinics on page 32 of this handbook.

#### **Arrange an NSCA certification exam in the state/province.**

Go to [www.nasca-cc.org](http://www.nasca-cc.org) and select Resource Center, select Downloads, select Exams on Request, and fill out and submit the request form by email to [exams@nsca-lift.org](mailto:exams@nsca-lift.org).

#### **Host a CSCS® or NSCA-CPT® Essentials Symposium.**

Contact the NSCA Education Department for specific guidelines and submit the application at [hostexamsymp@nsca-lift.org](mailto:hostexamsymp@nsca-lift.org).

#### **Site host an NSCA regional clinic.**

State/Provincial Directors, as a member of the Regional Advisory Board, must assist in the planning and preparation of the regional clinic. Attendance and SPD support are mandatory.

### ***NSCA Involvement***

#### **Attend State/Provincial Directors' meeting at National Conference.**

The State/Provincial Directors' Committee will supply a list of all State/Provincial Directors in attendance.

#### **Author a column accepted for publication in the *Strength and Conditioning Journal (SCJ)*.**

The specific guidelines for publication can be viewed on the NSCA Website. A copy of the article must be provided to NSCA Headquarters for points.

#### **Author a column accepted for publication in the *PTJ* or the *TSAC Report*.**

The specific guidelines for publication can be viewed on the NSCA Website. A copy of the article must be provided to NSCA Headquarters for points.

#### **Promote NSCA Education Recognition Program (ERP) within the state or province.**

Distribute ERP brochures at state/provincial clinics and non-NSCA events. Requests for brochures can be made by filling out the Supply Order Form (Appendix D) of this handbook. Directors may only receive 10 points per year for this category.

#### **Presenter/speaker at any approved NSCA clinic.**

To receive points as a presenter/speaker, a speaker's list or clinic brochure must be provided to NSCA Headquarters in order to acquire points.

#### **Presenter/speaker at the NSCA National/SSTC/PT/TSAC Conference.**

The number of points earned is dependent upon the length of the presentation. Contact the NSCA Conference Department for presenter guidelines at 800-815-6826.

#### **Author an article accepted for publication in the *Strength and Conditioning Journal (SCJ)*, *Performance Training Journal (PTJ)*, or *Tactical Strength and Conditioning Report (TSAC Report)*.**

Guidelines to submit an article may be viewed on the publications page of the NSCA Website at <http://www.nsca-lift.org/publications/Journals/default.asp>. A copy of this article must be supplied to the NSCA for points.

#### **Author a study accepted for publication in the *Journal of Strength and Conditioning Research (JSCR)*.**

The specific guidelines for publication can be viewed on the NSCA Website. A copy of the article must be provided to NSCA Headquarters for points.

### ***Website***

#### **Presenter/speaker at a CSCS or NSCA-CPT Essentials Symposium.**

To be a presenter for an Essentials Symposium contact the NSCA Education Department at [hostexamsymp@nsca-lift.org](mailto:hostexamsymp@nsca-lift.org). Documentation on your presentation needs to be provided to NSCA Headquarters during the reporting period in order to receive points.

***Administrative***

**Post clinic.**

Points will be distributed to directors who supply the NSCA with all completed forms and signup sheets of NSCA state and regional clinics. A template signup sheet may be found in Appendix G. All speaker contracts, waiver forms, expense reports, speaker fees, registration forms, and clinic evaluation forms should be sent to NSCA Headquarters for credit.

### Sample Scenarios for Achieving Points

The scenarios listed below present options for directors who reside in low population areas vs. high population areas. These are merely suggestions, which can be altered to fit the specific goals of each Director.

Low Population Area		High Population Area	
<b>50 Points (minimum requirement)</b>		<b>50 Points (minimum requirement)</b>	
Host the annual state/provincial clinic	30	Host the annual state/provincial clinic	30
Prepare state/provincial newsletter	10	Prepare state/provincial newsletter	10
Author a column accepted for the SCJ	10	Recruit two members	10
	50 pts		50 pts
<b>75 Points</b>		<b>75 Points</b>	
Host the annual state/provincial clinic	30	Host the annual state/provincial clinic	30
Present at any approved NSCA clinic	20	Present at any approved NSCA clinic	20
Prepare state/provincial newsletter	10	Prepare state/provincial newsletter	10
Author a column accepted for the SCJ	10	Author a column accepted for the SCJ	10
Recruit one member	5	Recruit one member	5
	75 pts		75 pts
<b>100 Points</b>		<b>100 Points</b>	
Host the annual state/provincial clinic	30	Host the annual state/provincial clinic	30
Present at any approved NSCA clinic	20	Present at any approved NSCA clinic	20
Prepare two state/provincial newsletters	20	Prepare two state/provincial newsletters	20
Author a column accepted for the SCJ	10	Author a column accepted for the SCJ	10
Promote NSCA ERP	10	Promote NSCA ERP	10
Recruit two members	10	Recruit two members	10
	100 pts		100 pts
<b>125 Points</b>		<b>125 Points</b>	
Host the annual state/provincial clinic	30	Host the annual state/provincial clinic	30
Present at any approved NSCA clinic	20	Present at any approved NSCA clinic	20
Prepare two state/provincial newsletters	20	Prepare two state/provincial newsletters	20
Author a column accepted for the SCJ	10	Author a column accepted for the SCJ	10
Promote NSCA ERP	10	Recruit five members	25
Recruit three members	15		
Write, submit, and publish two articles that mention the NSCA	20	Write, submit, and publish two articles that mention the NSCA	20
	125 pts		125 pts

150+ Points		150+ Points	
Host the annual state/provincial clinic	30	Host the annual state/provincial clinic	30
Present at any approved NSCA clinic	20		
Prepare two state/provincial newsletters	20	Present at any approved NSCA clinic	20
Author a column accepted for the SCJ	10	Prepare two state/provincial newsletters	20
Promote NSCA ERP	10	Author a column accepted for the SCJ	10
Recruit seven members	35	Arrange a NSCA certification exam	30
		Recruit seven members	35
Write, submit, and publish two articles that mention the NSCA	20	Attend State/Provincial Directors' meeting at the National Conference	10
Attend State/Provincial Directors' meeting at the National Conference	10		
	155 pts		155 pts

### **State/Provincial Directors: Getting Started**

The purpose and duties of SPD and Regional Coordinators are stated in the policies and procedures in this handbook (Article I through VIII). You serve to educate others about strength and conditioning, increase NSCA exposure, increase member investment and acquisition, and provide educational opportunities in the form of state and regional clinics to members and non-members. Education, communication, creating investment, and community awareness are the four major components of your role.

Due to the diversity of the membership in each state/province, SPD can manage their program to best serve the needs of their membership. All monies derived from state/provincial programs are sent to NSCA Headquarters to be deposited into the regional and state/province account. Monies in this account are to be used in support of regional and state/provincial programs that support the Mission of the NSCA.

All regional and state/provincial programs undertaken to support the NSCA Mission require written authorization from NSCA Headquarters prior to incurring an expense on behalf of the NSCA. To be reimbursed for all authorized expenses, you must submit an Expense Report Form with receipts for approval by the NSCA Membership Director (Appendix D).

Contracts involving sponsorship must follow the sponsorship guidelines addressed in the handbook. All contracts relating to any NSCA state and provincial activity must be reviewed and signed off by the NSCA Executive Director. Contracts not receiving sign off will be considered null and void.

Any financial obligations entered into by the SPD or Regional Coordinator without receiving NSCA approval will become the responsibility of the SPD or Regional Coordinator.

### ***How to Get Started • Suggested Timeline***

#### **First Month as a New SPD**

- a. Set up a meeting with the past State/Provincial Director and Regional Coordinator to:
  - i. Determine appointment of State Advisory Board members.
  - ii. Discuss a strategy for the first six months.
  - iii. Past SPD and Regional Coordinator contact information may be obtained from the NSCA Volunteer Coordinator at 800-815-6826 or SPD@nsca-lift.org.
- b. Organize and establish a State Advisory Board.
  - i. All NSCA Members residing in your state may be considered. However, certified members should receive a greater emphasis.
  - ii. Procure approval for each recommended board member from the SPD Committee prior to offering positions on the board. This will be accomplished through your Regional Coordinator.
  - iii. Divide the state into regions, and where possible, select members in those regions.
  - iv. Assign members of your State Advisory Board liaison duties, some of these duties may include, but are not limited to:
    1. Speaker contact

- A. Assist the SPD for speaker verification and assist speakers with times, dates, location, and accommodations as necessary.
2. Site liaison
  - A. Assist in securing facilities, IT support, and necessary equipment.
3. Clinic liaison
  - A. Help the site liaison with organization. Set up the site, prepare for the clinic. Set up all support assets for the clinic attendees. Be at the clinic to accept monies and register walk-ins.
4. Print/program liaison
  - A. Work with the Volunteer Coordinator to have the announcements and programs printed. Prepare attendee handouts.
5. High school liaison
  - A. Contact the high school athletic departments in the state to create NSCA awareness and invite participation in the state and regional clinics.
6. College liaison
  - A. Contact each college athletic department to create NSCA awareness and invite participation in the state and regional clinics.
7. Personal trainer liaison
  - A. Contact personal trainers directly and through health clubs to create NSCA awareness and invite participation in state and regional clinics.
8. Newsletter liaison
  - A. Work with the SPD and state advisory board to create an informative and useful newsletter that can be distributed by the NSCA Volunteer Coordinator.
9. Media liaison
  - A. Work with media sources to ensure service announcements are made regarding state and regional clinics, NSCA activities, and general health and fitness statements and activities.
- c. Using your State Advisory Board Members, begin to become affiliated with other professionals in your state:
  - i. Strength coaches at the high school, college and professional level.
  - ii. Personal trainer and training facilities.
  - iii. College and high school educators and researchers.

### Second Month as a New State/Provincial Director

- a. Get feedback from last clinic and find topics and presenters that the membership has requested from clinic evaluations.
- b. Contact members with your first newsletter (past samples can be provided by NSCA Volunteer Coordinator):
  - i. Introduce yourself and the members of the State Advisory Board.
  - ii. Provide goals and vision for the development of the NSCA state programs.
  - iii. Survey member interest.
  - iv. Call for presentations and provide a proposal form.
    1. This will allow your members to be part of the process.
- c. Specify a date for a state/provincial annual clinic (six months out). Find a date that does not conflict with other events in the area.
- d. Establish a site for a state/provincial annual clinic (six (6) months prior to clinic date). Make sure the site can facilitate audio/visual equipment, has adequate space for hands-on presentations, and will allow you the space for a nominal fee. Strength and conditioning facilities, state/province high schools or universities are exceptional locations for clinics.

### Third Month as State Director

- a. Meet with State Advisory Board and start organizing the details for the annual state clinic (five (5) months prior to clinic date). Follow the SPD Guidelines for NSCA Approved Clinics.
- b. Utilize your State Advisory Board to select presenters for the clinic.
  - i. The State Advisory Board, under the direction of the SPD, should establish criteria for selecting speakers/presenters for the clinic.
  - ii. Contact past presenters, professors, strength and conditioning coaches/trainers, or use the NSCA Speaker Resource Network.
  - iii. Try to provide a mix of lecture and hands-on presentations.
- c. Contact the NSCA Sponsorship Coordinator for assistance in securing a sponsor for the state clinic.

### Fourth Month as State Director

- a. Contact the clinic speakers to:
  - i. Confirm speaking engagement and any equipment needs they might have for the presentation.
  - ii. Follow the Speaker Checklist (Appendix M) and have the speakers fill out the Speaker Contract (Appendix L) and the Form W-9 (Appendix U).
  - iii. If your clinic will be providing a conference book, ask speakers to forward their PowerPoint/program description to you.

### Fifth Month

- a. Prepare for the clinic:
  - i. Order banners, badges, certificates, registration forms, evaluation forms, and promotional supplies from the SPD staff liaison.
  - ii. Contact and confirm status of all volunteers that will be assisting with set up and coordination of the clinic.

### One Week Prior to the Clinic

- a. Ensure that all the equipment and supplies needed for the clinic are scheduled and will be available. (i.e. A/V equipment, pens, supplies sent from NSCA Headquarters)
- b. Contact NSCA Headquarters, Conference Assistant, for final pre-registration list.
- c. Have the conference books printed, including an approximation of on-site registration.
  - i. To have the content loaded to the website for participants to download, forward an electronic copy to the Volunteer Coordinator.
- d. Get small bills so change can be made for individuals that pay with cash onsite.
- e. Contact vendor/caterer and order lunch (if applicable).

### One Week after the Clinic

- a. Send a thank you letters to speakers, sponsors, and site hosts.
- b. Send onsite registration (please keep payment with registration) to the NSCA Accounting Department.
- c. Send After Action Report (Appendix G) to the Volunteer Coordinator.
- d. Review the evaluations forms for what worked and what did not. Provide feedback to NSCA Headquarters through the Post Clinic Reporting Form (Appendix F).

### Establishing a Financial Structure

Regional Coordinators and SPD are financially accountable for all NSCA sponsored events and activities in their region, state, or province.

- a. The NSCA will disperse monies for all approved NSCA events, activities, or training.
- b. The NSCA will receive all monies acquired at all regional, state, or provincial events.
- c. All monies acquired from regional, state, or provincial events will be held by the NSCA under the Board- approved SPD Accountability Program.
  - i. These monies are held in an NSCA account to be used in support of the Regional Coordinators and SPD in fulfillment of the NSCA Mission.
- d. Funds in the SPD Accountability Program will be use to support:
  - i. NSCA approved events at the regional and state/provincial level for members and interested parties.
  - ii. Training for volunteers participating in the SPD program.
  - iii. Fulfillment of the Involvement Option.

### Financing the program

All funds in the account will be held for use by current Regional Coordinators and SPD for NSCA Mission- related events.

- a. Every effort should be made by the SPD or Regional Coordinator to decrease expenses.
- b. Consider the potential donated items:

- i. Site/location: colleges, universities, health clubs, fitness recreation centers, YMCAs.
  - ii. Speakers: NSCA Speaker Resource Network, yourself, NSCA Board Members, state/provincial members, university or high school coaches, local health, fitness, and wellness professionals.
  - iii. Food: local grocers and food establishments, on-site sponsors.
  - iv. Sponsors: supplement companies, physical therapy companies, equipment manufacturers.
- c. Corporate Sponsor: Power Systems® will donate \$100 of free supplies to all NSCA SPD clinics.
- i. Contact Power Systems Marketing Department at 800-321-6975.

### **NSCA SPD Sponsorship Guidelines**

In an effort to maximize involvement from NSCA national sponsors and enhance recruitment of regional and/or local corporate support, state and provincial sponsorship, exhibitor, and supportive activities will be coordinated through NSCA Sponsorship Coordinator located at NSCA Headquarters. Agreements not executed through NSCA Headquarters may be deemed null and void and subject to budgetary exemption. These guidelines also apply to Regional Coordinators and regional events.

#### ***Sponsoring SPD Events***

Each year the NSCA provides opportunities to sponsor a SPD annual meeting. SPD meeting sponsors will receive recognition as sponsor of the meeting, signage at the meeting, an opportunity to distribute company literature to meeting attendees, and recognition in clinic brochure or newsletter.

#### ***SPD Clinic Brochures and/or Newsletter***

A state or province sponsor can also receive logo placement and content within the SPD clinic brochure or newsletter. Content must be approved by the NSCA. Content may include special promotional offers to members, appropriate advertising, or other acceptable company information.

#### ***NSCA National Sponsors***

Sponsorship agreements executed with the NSCA often provide sponsors with the opportunity for affiliation/support of regional or state/provincial clinics. SPD's are requested to accommodate NSCA sponsorship entitlements.

#### ***Additional Opportunities***

Sponsors interested in exploring other SPD-related opportunities are encouraged to contact the NSCA Sponsorship Coordinator at [sponsorship@nsca-lift.org](mailto:sponsorship@nsca-lift.org).

#### ***Approaching a Sponsor***

Regional Coordinators and SPD are encouraged to explore sponsorship for annual meetings and SPD newsletters. However, all communication regarding fee structure and entitlements as well as specific negotiations are to be handled exclusively by the NSCA Executive Director and/or Sponsorship Coordinator.

### ***Post-Event Correspondence***

Regional Coordinators and SPD are encouraged to follow-up with a thank you letter to the sponsor within two weeks after any sponsored event. A copy of the correspondence should be sent to NSCA Headquarters (sponsorship@nsca-lift.org) for filing in the sponsor's fulfillment package.

### **Guidelines for NSCA Approved Clinics**

The following guidelines are appropriate for the annual regional and state/provincial clinic as well as any additional regional and state/provincial clinics.

There are, in the appendices, several forms that must be filled out and sent to NSCA Headquarters when hosting a clinic (See list below). Clinic approval forms must be submitted three (3) months prior to the actual clinic date and five (5) months prior to the regional clinic date.

### ***NSCA Clinic Approval for Annual Regional and State/Provincial Clinics***

Send the following forms three (3) months prior to the actual clinic date and five (5) months prior to the regional clinic date to NSCA Headquarters, Volunteer Coordinator, in order to be NSCA approved. If we do not receive the following completed documents, at least three (3) months prior to the clinic date and five (5) months prior to the regional clinic date, the clinic will not be approved:

- a. Clinic Approval Form (Appendix A).
- b. Speaker List (Appendix B).
- c. Request for Event Approval – To award NSCA CEUs (Appendix C).
- d. Supply Order Form – Optional (Appendix D).
- e. All additional clinic program information.

### **Contact Information**

NSCA National Headquarters  
National Strength and Conditioning Association  
1885 Bob Johnson Drive  
Colorado Springs, CO 80906  
Phone: +1 719-632-6722 and Toll-free: 800-815-6826  
Fax: +1 719-632-6367  
Email: spd@nsca-lift.org  
Website: www.nsca-lift.org

## Clinic Tips

### *Presenters*

State/Provincial Directors will need to request the following from their presenters:

- a. Outline of subject/presentation.
- b. A biography (keep it relevant to the talk and no more than two paragraphs).
- c. Handout of the main points in the lecture (no more than two pages).
- d. A photo.

All presenters should be compensated for their time and effort or they may not be so enthusiastic next time. Present each speaker with a token of appreciation (i.e., small gift and certificate). Additional compensations may include reimbursement of travel (up to \$350 for regional events), one (1) nights lodging, \$100 honorarium, and free registration to the clinic. All compensations must be pre-approved and supporting documentation must be submitted to NSCA Headquarters.

### *Session Monitors*

Session Monitors will introduce the speakers and keep a time check for them during the talk. They should give a five-minute warning to the presenter and allow for a 10-minute question/answer period.

### *Additional Considerations*

Make sure you have access to the following for easy clinic breaks and to minimize down time:

- a. Bathrooms.
- b. Fire exits.
- c. Telephone or portable phone.
- d. Tables and chairs.
- e. Registration tables.
- f. First-aid kit.

### *The Night Before the Clinic*

Give the staff an itinerary of the day. Review final times and give each staff member responsibilities for the day. Volunteers and clinic workers are as important as the presenters. Plan on having:

- a. Registration staff (2 – 6 people depending on the size of the clinic). These volunteers register walk-ins and check in pre-registered attendees.
- b. Maintenance workers to help move tables, chairs, and equipment.
- c. Audio/video staff to set up and run equipment.
- d. Individuals to block unwanted/non-registered guests from entering.
- e. Clean-up crew.

- f. Photographer (photo taking is strongly encouraged).

Do not try to do all of this yourself. You must be available to help with any situation that may arise. Remember, be professional, look the part, and require a dress code for speakers. Hold a social for all presenters and volunteers the night before the clinic. Have a good time.

## Marketing/Promotion

### Goals

The three main goals of NSCA State/Provincial Directors are to:

- a. Provide members and non-members with strength and conditioning educational opportunities.
- b. Create investment and involvement for NSCA Members.
- c. Generate public awareness of the NSCA.

### Preliminary Administration

- a. The SPD Accountability Program administration funds are made available for all NSCA approved events and activities at the regional, state, or provincial level.
- b. All clinic registrations will be handled through NSCA Headquarters.
- c. All monies will be held in the SPD Accountability Program bank account.

### Communication

Initial steps to develop communication among your audience will save you time and effort. Listed below are a few examples:

- a. Establishing and working through your State Advisory Board.
  - i. Members of State Advisory Board should be active in making contacts and provide information in all parts of your state/province to meet the three (3) main goals and fulfill the Mission of the NSCA.
- b. Advertise using the NSCA web-based forums.
  - i. This is a convenient, free method of communicating with members. The forums have been established by region. Post clinics, questions, newsletters, surveys, and other general information is listed on the online bulletin board to create a sense of community within the NSCA. Forums are not to be used for self-promotion.
- c. Set up an email account.
  - i. It is essential to have an email address, as this is the primary method of communication between NSCA Headquarters and the SPD. Moreover, it is a great way to keep in contact with individuals in your area.

### ***Marketing to Members and Non-Members***

#### **For Members**

- a. NSCA Bulletin
  - i. The NSCA Bulletin is a monthly electronic publication, which offers members updates. SPD submit your information to NSCA Headquarters by the publication dates provided in each issue of the Bulletin.
- b. Newsletters
  - i. Utilize your state/provincial newsletter to announce clinics, updates, member recognition, and NSCA news. Your newsletter can also be used as a survey tool to determine specific needs/wants of members in your area. The NSCA provides layout and distribution services for newsletters during the fiscal year (April 1 – March 31). Distribution will be accomplished by electronic delivery. Newsletter information must be submitted to NSCA Headquarters three (3) months prior to an event. Newsletters are not to be used as self-promotional tools.

#### **For Non-Members**

All the cases below use members of the State Advisory Board to accomplish these tasks and provide a greater distribution of information.

- a. Publishing articles in non-NSCA publications.
  - i. Offer to write an article for a state newsletter or trade publication in exchange for notices about the NSCA or upcoming state/provincial clinics.
- b. Presenting at non-NSCA clinics
  - i. If you present at a non-NSCA clinic or conference, utilize the opportunity to mention the NSCA and upcoming events at the local level.

### ***For Both Members and Non-Members***

- c. State/Provincial clinics
  - i. Utilize this event to network and educate members and non-members in your area. State/provincial clinics can be publicized in the NSCA Bulletin, the NSCA Website, the NSCA forums, by word-of-mouth, by email blast to members in your state, and as a direct mailing to members.
- d. Direct mail
  - i. As stated above, utilize your state/provincial newsletter to update members in your area. As you host clinics, consider also mailing a notice to appropriate non-member groups in your area. These lists can sometimes be traded or donated for educational purposes. Examples include high school coaching associations, sports medicine clinics, local colleges, and gyms.
- e. Ads in non-NSCA publications
  - i. Trade publications will often list upcoming clinics at no cost. You may want to trade a brief column for an ad to promote programs and clinics at the local level.
- f. Certification exams

- i. If you decide to arrange an exam in your area, take a few minutes to pass out information about the NSCA and state/provincial events.
- g. Press releases
  - i. Local media may be willing to list your clinic in their schedule of events. This may draw more attendees that did not previously know about the clinic. Consider distributing a brief press release to alert local media and trade publications. If you have questions regarding this, contact the NSCA Public Relations/Media Manger at 800-815-6826.
- h. State/provincial web-based forums.
  - i. Web-based forum services are available to you at no cost. Take advantage of this service to promote, educate, and update members. Make sure you list your forum on all out-going correspondence. Also, consider using the site as a survey tool. Create a brief questionnaire on your site and ask visitors to email their responses to you.

### **Resources**

As a State/Provincial Director, you have many resources from which you can brainstorm and request information. A few are listed below.

### **Contacts**

- a. State/Provincial Directors' Committee / Regional Coordinators – a list of the current State/Provincial Directors and Regional Coordinators will be provided to you by NSCA Headquarters quarterly and upon request.
- b. The State Advisory Board formed under the direction of the SPD and SPD Committee.
- c. NSCA Speaker Resource Network – A list of speakers is kept available at NSCA
- d. Headquarters. Call the Membership Department for details.

### **Materials**

- a. Supply Order Form (Appendix D)
- b. NSCA banners.
- c. Education Recognition Program brochures.
- d. Membership brochures.
- e. Journals.
- f. Certification brochures.

### **Funds**

Although the NSCA provides many free resources to State/Provincial Directors, additional funding is not part of the annual budget. If you have leads for event or meeting sponsorship, please follow the Sponsorship Guidelines on page 31. Some fees include:

- a. Clinic fees.
- b. Speaker honoraria.
- c. Local sponsors (could include exposure, facilities, refreshments, or monetary assistance).
- d. Trades (for advertising, promotion, or services).
- e. Meals.

# Appendix

## Appendix A: NSCA Clinic Approval Form

### *National Strength And Conditioning Association Clinic Approval Form*

#### Clinic Information

Clinic Date(s) \_\_\_\_\_ Name of Clinic \_\_\_\_\_

Facility Name \_\_\_\_\_

Address of Facility \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Facility Phone Number \_\_\_\_\_

#### Host Information

Clinic Host Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Is the host a member of the NSCA?  Yes  No      Is the host CSCS® or NSCA-CPT® certified?  Yes  No

Certification Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

*Insurance will be placed in host's name unless otherwise specified.*

#### Emergencies and First-Aid Information

Will you have at least one person on-site who is CPR certified?  Yes  No

*(If no, you will not be approved)*

Name of certified person \_\_\_\_\_

Where is the nearest phone in case of an emergency? \_\_\_\_\_

Will you have a cellular or cordless phone available?  Yes  No

Will a phone be directly accessible at all times during the clinic?  Yes  No

*(If you don't have a phone nearby and accessible at all times, you will not be approved)*

*Please note that you must include a copy of the clinic agenda or flyer with this form.*

**Appendix B: Clinic Speaker List**

*Speaker List Form*

The speaker list form must be completed for each speaker in order to receive Continuing Education Units.

Speaking date:	Speaking time:
Name:	
Degree(s):	
Certification(s):	
Current employer and title:	
Title and short description of topic:	
Short biography & qualification to present on topic:	

Speaking date:	Speaking time:
Name:	
Degree(s):	
Certification(s):	
Current employer and title:	
Title and short description of topic:	
Short biography & qualification to present on topic:	

Speaking date:	Speaking time:
Name:	
Degree(s):	
Certification(s):	
Current employer and title:	
Title and short description of topic:	
Short biography & qualification to present on topic:	

## Appendix C: Request for Event Approval for CEUs

### *Request For Continuing Education Units (CEUs) Event Approval* To Award NSCA CEUs for Annual State/Provincial Clinics

1. Name of sponsoring organization/institution \_\_\_\_\_
2. Name of the official contact person for this activity \_\_\_\_\_
3. Is this official contact person certified by the NSCA?  Yes  No  
CSCS® certification # \_\_\_\_\_ and/or NSCA-CPT® certification # \_\_\_\_\_
4. Mailing address \_\_\_\_\_ Suite/Apt # \_\_\_\_\_  
City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_
5. Contact information: Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_
6. Title of this event/activity \_\_\_\_\_
7. Location of this event/activity \_\_\_\_\_
8. Date(s) of this event/activity \_\_\_\_\_
9. Number of contact hours (excluding breaks) \_\_\_\_\_
10. Have you received previous CEU approval?  Yes, previous approval number \_\_\_\_\_ or  No
11. Please attach a listing of speakers, short bio or speaker résumé, and a brochure/agenda for your activity—showing date, time, and session titles. Drafts are acceptable. (If you are hosting multiple State/Provincial Clinics, make sure to include all dates and locations at which you will be offering this event.)

\*Contact Certification Department for cost of non-NSCA State/Provincial Clinic CEU fees.

Affirmation: By signing and submitting this form, I attest that the information contained in this application is true, complete, and correct to the best of my knowledge. I further attest that this request is submitted in good faith. I understand that if any information is later determined to be false, the NSCA Certification Executive Council reserves the right to revoke any previously approved or currently deliberated CEUs for the above activity. I also understand that upon the approval of this activity, the name of the official contact person listed herein will be used for advertisement and publication purposes; therefore, those who request information about this activity will be referred to the official contact person.

\_\_\_\_\_  
Signature of official contact person

\_\_\_\_\_  
Date

**Appendix D: Supply Order Form**

*Supply Order Form*

Mail or fax to: NSCA, 1885 Bob Johnson Dr  
 Colorado Springs, CO, 80906-4000  
 Fax: +1 719-632-6367 Email: spd@nsca-lift.org

State/Province \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

<b>Item</b>	<b>Quantity</b>	<b>Date Needed</b>	<b>Date Sent (office use)</b>
Information Brochures			
Education Recognition Program (ERP)			
Certification Information (CSCS® and NSCA-CPT®)			
Sample: Strength and Conditioning Journal			
Sample: Journal of Strength and Conditioning Research			
Sample: Position Paper			
NSCA Banners			
*Photocopies of forms contained in this handbook (Must provide name of forms needed)			

*\* Only available to State/Provincial Directors*

Quantities may be limited on some of the above items.  
 Sample indicates you can request one copy of a certain item.  
 One-month notice required on all orders.

## Appendix E: Sample Waiver and Release of Liability, Assumption of Risk and Parental Consent and Indemnity Agreement

### *Waiver and Release, Assumption of Risk Agreement and Parental Indemnification Agreement*

In consideration of me being permitted to participate in any way in the NAME OF TRAINER Personal Training Activities (“Activity”), I agree:

1. I understand the nature of **Strength & Conditioning or Personal Training** activities and believe I am qualified to participate in such Activity. I further acknowledge that I am aware the Activity will be conducted at my home or in a studio during the Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. I FULLY UNDERSTAND that: (a) Strength & Conditioning and Personal Training Activities involve risks and dangers of **SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH** (“Risks”); (b) these Risks and dangers may be caused by my own actions, or inaction’s, the actions or inaction’s of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and **I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES** incurred as a result of my Participation in the Activity.
3. **I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS NAME OF TRAINER**, any respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place (each considered one of the “Releasees” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “Releasees” or otherwise, including negligent rescue operations and further agree that if, despite this release, I, or anyone on my behalf makes a claim against any of the Releasees named above, **I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE OR COSTS ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.**

**I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND IT’S TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.**

Printed Name of Participant	Signature of Participant	Date
Printed Name of Witness	Signature of Witness	Date

### *Parental Consent and Indemnification Agreement*

I, the minor’s parent and/or legal guardian, understand the nature of the above referenced activities and the minor’s experience and capabilities and believe the minor to be qualified to participate in such “Activity.” I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor’s behalf makes a claims against any of the above Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasees may incur as the result of any such claim.

Printed Name of Parent/Guardian	Signature of Parent/Guardian	Date
---------------------------------	------------------------------	------

## Sample Waiver and Release of Liability and Assumption of Risk

### *Waiver and Release and Assumption Of Risk Agreement*

In consideration of me being permitted to participate in any way in the NAME OF TRAINER Personal Training Activities (“Activity”), I agree:

4. I understand the nature of **Strength & Conditioning or Personal Training** activities and believe I am qualified to participate in such Activity. I further acknowledge that I am aware the activity will be conducted at my home or in a studio during the Activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
5. I FULLY UNDERSTAND that: (a) Strength & Conditioning and Personal Training Activities involve risks and dangers of **SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH** (“Risks”); (b) these Risks and dangers may be caused by my own actions, or inaction’s, the actions or inaction’s of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be other risks and social and economic losses either not known to me or not readily foreseeable at this time; and **I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES** incurred as a result of my Participation in the Activity.
6. **I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS NAME OF TRAINER**, any respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place (each considered one of the “Releasees” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “Releasees” or otherwise, including negligent rescue operations and further agree that if, despite this release, I, or anyone on my behalf makes a claim against any of the Releasees named above, **I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE OR COSTS ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.**

**I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND IT’S TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.**

_____	_____	_____
Printed Name of Participant	Signature of Participant	Date
_____	_____	_____
Printed Name of Witness	Signature of Witness	Date

## Appendix F: Post Clinic Reporting Form

### *Post Clinic Reporting Form*

Complete this form after each clinic and return to:

NSCA Headquarters  
1885 Bob Johnson Dr  
Colorado Springs, CO 80906-4000

Form completed by \_\_\_\_\_

Today's date \_\_\_\_\_ Date(s) of clinic \_\_\_\_\_

Clinic title \_\_\_\_\_

Clinic site \_\_\_\_\_

Name of host \_\_\_\_\_

Total amount of money collected from on-site registrations: \$ \_\_\_\_\_ How many participants did you plan for? \_\_\_\_\_

Number of total participants \_\_\_\_\_

Number of NSCA Members \_\_\_\_\_ Non-members \_\_\_\_\_ Number of CSCS® and/or NSCA-CPT® \_\_\_\_\_

Number of CEUs awarded (if any) \_\_\_\_\_

What could have been done to make this a better clinic? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Comments (advertising methods, sponsors, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix G: After Action Report

### *On-Site Registration Form*

The sign-up sheet located on the next page, or one similar, must be utilized and completed for each clinic and return to:

Volunteer Coordinator  
NSCA Headquarters  
1885 Bob Johnson Dr  
Colorado Springs, CO 80906-4000



Appendix H: State / Provincial Clinic Brochure Sample



## NSCA Annual State of Florida Strength & Conditioning Clinic Saturday, June 19, 2010

**NSCA Mission Statement**

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.

GENERAL INFORMATION		
LOCATION	HOST	CEUs
University of South Florida 4202 E Fowler Ave ATH 100 Tampa, FL 33620	Ron McKeefery +1 813-974-7360 rmckeefery@usf.edu	0.8 NSCA 8.0 BOC
Directions: <a href="http://www.usf.edu/Locations/maps-directions/tampa.asp">http://www.usf.edu/Locations/maps-directions/tampa.asp</a>		

State Chapters  
sponsored in  
part by



TIME	TOPIC	SPEAKERS
7:00-8:00am	Check-in and On-site Registration	
8:00-9:00am	Jacksonville University Baseball Summer Program <i>Outline of S&amp;C principles used to train the JU baseball program in the summer.</i>	Todd Moyer, MS, CSCS
9:00-10:00am	Training the Multi Sport High School Athlete <i>Discuss the time &amp; sport demands of the HS athlete &amp; successful model for training them.</i>	Jodie Johnson, CSCS
10:00-11:00am	Body Weight Training for Team Settings <i>Discussion of body weight exercises and teaching progressions used by the teams at USF.</i>	Frank Wintrich
11:00-12:00pm	Lunch (provided)	
12:00-1:00pm	Using Heart Rate Technology for Effective Conditioning <i>The science and implementation of tracking heart rate data of the USF soccer program.</i>	Marc Hickok, CSCS
1:00-2:00pm	Training for Professional Sport Combines <i>Outline of testing &amp; program development, as well as discussion of various tests &amp; how to train for optimal performance.</i>	Russ Orr, MS, CSCS
2:00-3:00pm	Training the Combat Athlete <i>Needs analysis associated w/combat sports, sport specific exercise training &amp; the conditioning program used to train elite MMA fighters.</i>	Marc Leflere, CSCS Dorian Mirasola, CSCS, NSCA-CPT
3:00-4:00pm	University of South Florida Offseason Basketball Program <i>Outline the S&amp;C principles used to train a Division 1 BCS basketball program.</i>	Graham Anderson, CSCS
4:00-5:00pm	Speed and Agility Training for the Youth Sport Athlete <i>Discussion of speed &amp; agility drills and progressions used to train youth sport athletes.</i>	Lindsey Galulucci
<i>Please call 800-815-6826 if you require special accommodations. Topics and speakers subject to change without prior notification. This clinic has hands on sessions. Participants are asked to dress comfortably and only participate within their physical limitations.</i>		

National Strength and Conditioning Association

**NSCA ANNUAL STATE OF FLORIDA STRENGTH & CONDITIONING CLINIC  
REGISTRATION FORM ♦ JUNE 19, 2010**

**Online registration:** <http://www.nsca-lift.org/stateclinics/searchclinic.asp> or mail completed registration (with payment) to: NSCA, 1885 Bob Johnson Drive, Colorado Springs, CO 80906 or fax to: +1 719-632-6367

Name \_\_\_\_\_  
 Member ID \_\_\_\_\_ Student ID \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Emergency contact and phone # \_\_\_\_\_

Clinic Fees (check one)	Now thru June 8th	On-site
NSCA Member	<input type="checkbox"/> \$45	<input type="checkbox"/> \$55
NSCA Student	<input type="checkbox"/> \$25	<input type="checkbox"/> \$35
Non-member	<input type="checkbox"/> \$50	<input type="checkbox"/> \$60

Clinic Code 23011

Payment Method **Refund Policy:** On or before June 8th - 50%/After June 8th - No refund

Check (*payable to the NSCA*)  Visa  MasterCard  AmEx

Account# \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_ Receipt:  Mail  Email



**NSCA™**  
 National Strength and Conditioning Association  
 1885 Bob Johnson Drive  
 Colorado Springs, CO 80906-4000

Non-Profit Organization U.S. Postage <b>PAID</b> Colorado Springs, CO Permit No. 913
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**NSCA™**  
 Florida(NORTH)

**NSCA Annual State of Florida  
Strength & Conditioning Clinic  
Saturday, June 19, 2010**

*see inside for more details...*

**Appendix I: Criteria Sheet**

*State/Provincial Director of the Year Award  
Criteria Sheet*

Name of Candidate: \_\_\_\_\_

<b>Criteria</b>	<b>Point value</b>	<b>Points Awarded</b>
<b>Publicity (Non-NSCA) (Documentation is required)</b>		
Recruit members	5 Pts each	
Published strength and conditioning article for non-NSCA publication promoting the NSCA	10 Pts each	
<b>Subtotal</b>	<b>50 Pts Max</b>	
<b>Local Education Initiatives (Documentation is required)</b>		
Prepare a SPD and/or Regional newsletter	10 Pts each	
Conduct State Advisory Board meeting (minutes required)	10 Pts each	
Present and represent the NSCA at a non-NSCA local/regional event	10 Pts each	
Co-host an approved NSCA regional clinic with the Regional Coordinator	20 Pts each	
Host an NSCA state/provincial clinic	30 Pts each	
Active member of your Regional Advisory Board	20 Pts	
Site host an NSCA regional clinic with three or more SPD involvement	50 Pts	
Host an NSCA certification exam (Max 5 exams)	30 Pts each	
Host a CSCS or NSCA-CPT Essentials Symposium	30 Pts	
Host a CSCS or NSCA-CPT Essentials Symposia at an ERP School	40 Pts	
<b>Subtotal</b>	<b>No limit</b>	
<b>NSCA Involvement (Documentation is required)</b>		
Attended SPD meeting at National Conference	10 Pts	
Author a column accepted for publication in SCJ	10 pts	
Establish an NSCA ERP (limit one/year)	30 pts	
Present at an approved NSCA clinic	20 pts each	
10 to 30 minute From the Field presentation, limit 2/year	10 pts	
One or two hour presentation at National, SSTC, PT Conference, or NSCA Symposia	30 Pts	
Author/co-author article published in PTJ or TSAC Report	30 Pts each	
Author article published in SCJ	30 Pts each	
Author/co-author paper published in JSCR	40 Pts each	
Fly Solo Mentor fulfilling all requirements	25 Pts	
Host a Fly Solo Camp	30 Pts each	
NSCA forum moderator	10 Pts	
Maintain active NSCA SPD forum participation	10 Pts	
Administrative annual report – required	5 pts	
<b>Subtotal</b>		
<b>Total Points</b>		

## Appendix J: NSCA Code of Ethics

### *National Strength And Conditioning Association Code Of Ethics*

*(Adopted January 4, 2008)*

#### **Preamble**

The National Strength and Conditioning Association (NSCA) is committed to the principles of ethical behavior that shall be followed by all members. The Code of Ethics is intended to establish and maintain high standards and professionalism for the strength training, conditioning, and personal training professionals. It is also intended to enhance the effectiveness of our organization in supporting its Mission. Members are expected to adhere to these standards of integrity and honesty, encourage ethical behavior and report unethical behavior among the membership.

The principles are written generally and do not address every situation encountered by the strength training, conditioning, and personal training professional. The circumstances of a situation will determine the interpretation and application of a given principle as it relates to the Code of Ethics. When a conflict exists between the Code of Ethics and the law, the law prevails.

#### **Principle 1:**

- a. Members shall respect the rights, welfare, and dignity of all individuals.
- b. Members shall not discriminate on the basis of race, color, sex, age, religion, or national origin.
- c. Members shall provide competent, fair, and equal treatment to all individuals.
- d. Members shall preserve the confidentiality of personal and privileged information of the athlete, client or the NSCA.
- e. Members shall not release any information to a third party not involved with the athlete's or client's care without a written release unless required by law.

#### **Principle 2:**

- a. Members shall comply with all applicable state, local and federal laws.
- b. Members shall comply with all institutional guidelines.
- c. Members shall comply with all copyright laws.
- d. Members shall be familiar with and follow the NSCA Bylaws and all applicable policies, procedures, rules, standards and guidelines.
- e. Members shall not condone or engage in any illegal behavior.

#### **Principle 3:**

- a. Members shall maintain and promote high standards.
- b. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
- c. Members shall only provide services that they are qualified to provide through education or experience and which are allowed by practice acts and other pertinent regulations.
- d. Members shall refer athlete or client to more qualified fitness, medical, or health care professional when appropriate.

- e. Members who are researchers or educators shall maintain and promote ethical conduct in research and educational activities.
- f. Members should strive to continuously improve knowledge, skills, and techniques to protect the athlete or client from injury.

**Principle 4:**

- a. Members shall not engage in any behavior or form of conduct that adversely reflects on the NSCA.
- b. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibility.
- c. Members shall not place financial gain above the welfare of the NSCA, athlete's or client's, and shall not in any arrangement exploit the NSCA, athlete or client.
- d. Members shall avoid substance abuse and, when necessary seek rehabilitation for chemical dependency.

**Reporting Ethics Violations:**

Any person who holds a valid membership in the NSCA, and was an active member at the time of the alleged incident, may make complaint alleging an ethics violation. Complaints must be filed with a member of the Board of Directors or NSCA Executive Director. Information supporting the allegation must be specific and provide as much documentation as possible. Once submitted all complaints will be evaluated by the Ethics Committee and the pre-established procedures will be followed.

***Enforcement Policy***

The NSCA has the inherent power and duty to prescribe standards of conduct for its membership; to determine what constitutes grounds for the discipline of members; and to impose discipline upon any member whose failure to comply with the Code of Ethics of the NSCA has been established.

The discipline of members is for the protection of the public, the profession, and the maintenance of the standards and principles of the NSCA.

***Definitions***

The following definitions shall apply wherever used in the Code of Ethics:

- NSCA: National Strength and Conditioning Association
- Member: Any person who is a member in good standing in the NSCA, and was an active member at the time of the alleged incident.
- Charges: A written statement prepared by the Ethics Committee as a result of an investigation of a complaint and submitted to the Board of Directors.
- Formal Charge: A written charge by the Ethics Committee, or Board of Directors, that disciplinary action is warranted.
- Code: The Code of Ethics of the NSCA, together with such amendments thereto, as may from time to time be approved by the NSCA Board of Directors.
- Complainant: Any NSCA member, who was an active member at the time of the alleged incidence, who makes a complaint.

- Complaint: Any written statement made by any person alleging conduct on the part of a member which, if true, would constitute a violation of the Code of Ethics.
- Misconduct: Determination that a member violated the Code of Ethics.

#### **Rule 1. Jurisdiction**

- a. Every member admitted to membership in the NSCA is subject to the exclusive disciplinary jurisdiction of the NSCA.

#### **Rule 2. Grounds for Discipline**

- a. It is the duty of every person who is subject to this Code of Ethics to conduct himself or herself at all times, both professionally and personally, in conformity with the standards imposed upon them for that privilege.
- b. Acts or omissions by a member, individually or in concert with any other person or persons, which violate the Code of Ethics, shall be grounds for discipline, whether the act or omission occurred in the course of an activity associated with the affairs of the NSCA or otherwise.

#### **Rule 3. Types of Discipline**

- a. Misconduct shall be grounds for:
  - i. Termination of membership by the NSCA; or
  - ii. Suspension, which may include all membership rights and privileges, by the NSCA for a fixed period of time; or
  - iii. Probation by the NSCA in lieu of suspension, on such terms as the NSCA may designate; or
  - iv. Censure (i.e., a formal reprimand) by the NSCA; or
  - v. A warning or admonition issued in the form of a Cease and Desist Letter by the NSCA.
  - vi. Removal from a position in which the person serves, subject to applicable provisions of the NSCA Bylaws, policies and procedures.
- b. The NSCA Board of Directors may deviate from the above designated types of discipline from time to time, as it determines that the circumstances warrant.

#### **Rule 4. The Ethics Committee**

The President of the NSCA shall appoint an Ad Hoc Ethics Committee (here after referred to as the Ethics Committee).

- a. Ethics Committee membership:
  - i. All members of the Ethics Committee must be a NSCA member in good standing.
  - ii. The Ethics Committee must have at least two NSCA Board members on the committee.
- b. The Ethics Committee shall have the following powers and duties:
  - i. Process Complaints and exercise the disciplinary powers and duties described in Section (C), below.
  - ii. In its discretion, render to a member upon his or her written request an advisory opinion or an interpretation of rules of professional conduct under the Code of Ethics regarding anticipatory conduct on the part of a person who is subject to this Code of Ethics.

- iii. Make appropriate arrangements, through its Chairman, for and with approval of the Board of Directors, for publication and dissemination of such advisory opinions as the Ethics Committee deems of general interest to the members.
- c. The Ethics Committee shall have the following disciplinary powers and duties:
  - i. Review all Complaints and charges presented to it by the NSCA or its members.
  - ii. After reviewing the charges, dismiss any Complaints upon being satisfied that they are without foundation and merit.
  - iii. With Board approval, issue a reprimand if the Complaint indicates a matter not appropriate for a Formal Charge.
  - iv. To issue a Cease and Desist Letter
  - v. Determine if there are reasonable grounds for discipline and Formal Charges are warranted.
  - vi. Conducts its own investigation of all Complaints.
  - vii. Investigate, on its own motion, any act of unprofessional conduct of a person who is subject to this Code of Ethics. Submit a report to the Board of Directors of the Committee's recommendation on all complaints not dismissed by the Committee.
  - viii. Notify a person who is subject to this Code of Ethics in writing that he or she is the subject of a Complaint in accordance with the procedures stated below.

#### **Rule 5. Procedure**

- a. All complaints must be in writing and filed with a member of the Board of Directors or NSCA Executive Director.
- b. All Complaints received by any other person shall be transmitted forthwith to a member of the Board of Directors or NSCA Executive Director.
- c. All investigations, whether upon Complaint or otherwise, shall normally be initiated by the Ethics Committee.
- d. When it appears to the Ethics Committee that allegations of misconduct in the Complaint fail to describe conduct which, if true, would constitute grounds for discipline, the Ethics Committee may decline to further investigate and shall so advise the Complainant in writing with a proper explanation within fifteen days of its receipt. The Board of Directors will receive a copy of this report.
- e. If, upon conclusion of any investigation, the Ethics Committee determines there are not reasonable grounds for discipline of a member against whom a Complaint is directed, the Ethics Committee shall dismiss the Complaint and shall so advise the Complainant, the persons against whom the Complaint is directed, and Board of Directors in writing with proper explanation. The Ethics Committee shall further advise such Complainant that an appeal may be taken to the Board of Directors of the NSCA.
- f. If it appears to the Ethics Committee that allegations of misconduct in the Complaint do describe conduct which, if true, would constitute grounds for discipline, the Ethics Committee shall notify the person against whom the allegations are directed that he or she is the subject of a Complaint. Within fifteen days of the receipt of the Complaint, the Ethics Committee will furnish the member with a copy thereof by certified mail, return receipt requested.
- g. Upon receipt of notice of a Complaint from the Ethics Committee, the person against whom the Complaint is directed shall prepare and submit to the Ethics Committee, in writing, within fifteen working days of receipt of such notice, a response to the Complaint, or a response stating that he or she refuses to answer. For good cause, the Ethics Committee may in its discretion grant additional time for the filing of a response.

- h. If, upon conclusion of any investigation, the Ethics Committee determines that there are reasonable grounds for discipline of a member against whom a Complaint is made, the Ethics Committee shall reduce the Complaint to a Formal Charge specifying with particularity the allegations which constitute the basis thereof, the grounds for discipline, and provisions which appear to have been violated, and immediately forward said Formal Charges and either the Ethics Committee's investigation file, or a copy thereof, to the Board of Directors. At the same time that Formal Charges are provided to the Board of Directors, the Ethics Committee will furnish the member with a copy of the Formal Charges by certified mail, return receipt requested.
- i. Upon receipt of the Formal Charge and file from the Ethics Committee, the Board of Directors shall within thirty days review the same and consistent therewith either:
  - i. Determine the Charges, if true, would not constitute grounds for a violation of the Code of Ethics and dismiss the Charges.
  - ii. Determine the Charges, if true, would constitute grounds for discipline, but no public interest would be served by continuing to process the Formal Charges, and thereupon prepare and issue to the person against whom the Complaint is directed a reprimand which shall be made a permanent part of the file of the Ethics Committee. This reprimand may be received as evidence in any subsequent disciplinary proceedings against the person against whom the Complaint is directed.
  - iii. Determine that a hearing is necessary to ascertain if there are reasonable grounds for discipline of the person against whom the Complaint and Formal Charges are directed which may require a disciplinary action other than a reprimand.
  - iv. The Board of Directors will promptly provide the member with notice of such determination by certified mail, return receipt requested. Notice will be sent to the person's address registered with the NSCA or addressed to his or her last known residence or place of business. The member will have the opportunity to file a written answer to the Formal Charges by submitting the answer to the Board of Directors within fifteen days after the member's receipt of such notice of the hearing.
  - v. At least thirty days prior to the hearing, the person against whom the Complaint is directed shall be given, in writing by certified mail, return receipt requested, the time and place of the hearing, list of charges to be determined at the hearing, the witnesses who will be involved, the right to be represented by counsel at the hearing if so desired, and the right to present witnesses in his or her behalf in response to the charges at issue, and to cross-examine witnesses. Notice will be sent to the person's address registered with the NSCA or addressed to his or her last known residence or place of business.
  - vi. The hearing shall be conducted by a hearing panel consisting of three members of the Board of Directors, as designated by the NSCA President. The hearing panel shall consider only the Complaint and Formal Charges of which the person against whom the Complaint is directed has received notice.
  - vii. Within forty-five days following the termination of the hearing, the hearing panel will render a written decision, which shall constitute the decision of the Board of Directors, and the person against whom the Complaint is directed will be advised by certified mail, return receipt requested, of the results of the hearing and action of the Board of Directors. The decision of the Board of Directors is final, and not subject to appeal.

#### **Rule 6. Publication of Disciplinary Actions**

The following will be published by the NSCA on one occasion in NSCA regularly printed or electronic media:

- a. In the case of a final decision by the Board of Directors which imposes discipline arising from a Complaint, (i) the name of the member who has been disciplined, (ii) the nature of the Complaint, and (iii) the discipline imposed.

- b. In the case of a reprimand or Cease and Desist Letter issued by the Ethics Committee, the fact that discipline has been issued, but without identification of the member who was the subject of the discipline.

**Rule 7. Related Civil or Criminal Litigation**

- a. Similarity of the substance of a Complaint to the material allegations of pending criminal or civil litigation may, but shall not in itself, prevent or delay disciplinary proceedings against the person involved in such litigation.
- b. The acquittal of the person on criminal charges, or a verdict or judgment in his or her favor in civil litigation involving material allegations similar in substance to a Complaint, shall not in and of itself justify termination of disciplinary proceedings predicated upon the same or substantially the same material allegations.

## Appendix K—Code of Conduct

### *National Strength and Conditioning Association Code of Conduct*

#### **Policy**

Those who choose to serve NSCA, whether as volunteers or as paid staff, are held to the highest standards of conduct, and they must do so without personal gain, must avoid any institutional loss or embarrassment, and must behave in such a way that NSCA's trust and public confidence are enhanced.

The members of NSCA's Board of Directors, officers, and members of committees owe to NSCA the same duties of care and loyalty as are owed by directors of nonprofit corporations organized under the laws of the State of Colorado. Specifically, each such person shall discharge his or her duties (a) in good faith; (b) with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and (c) in a manner that they reasonably believe to be in the best interests of NSCA.

#### **Code**

This Code of Conduct establishes minimum standards of acceptable conduct. It should be read and complied with by every NSCA volunteer and employee. For this purpose, the term "volunteer" includes the members of NSCA's Board of Directors, officers, and members of every NSCA committee (including the NSCA Certification Commission Executive Council), and the term "staff" includes all employees of NSCA (including the NSCA Certification Commission). This Code of Ethics provides a framework of integrity for interactions with or on behalf of NSCA.

Accordingly, volunteers and staff shall comply with the following:

- a. Conduct all dealings on behalf of NSCA in a manner that will promote the goals and objectives of NSCA and enhance its reputation.
- b. Exhibit honesty, openness, fairness, professional competence and loyalty to NSCA in your relationships with NSCA and with each other.
- c. Give prudent consideration to issues affecting NSCA, taking into account established NSCA policies and precedents, the need for confidentiality regarding proprietary and sensitive information, and the legal, financial and administrative effect of proposed actions.
- d. Follow directives of NSCA's Board of Directors and officers.
- e. Provide a full, constructive and timely reply, in the form required, to requests from responsible NSCA officials for information and decisions. Fully inform responsible NSCA officials in a timely documented form of matters about which those officials may be unaware, including not only business opportunities, policy alternatives, and organizational needs, but also any actions, no matter who is responsible for those actions, which are contrary to policy or are damaging to NSCA, or which are unethical or unlawful.
- f. Assist NSCA's volunteers and staff to create and maintain an effectively functioning organization, always respecting the responsibility and authority of those to whom implementation of NSCA policies and goals has been entrusted.
- g. Respect the rights of all employees to fair treatment and equal opportunity, free from discrimination or harassment of any type.

- h. Strive to ensure that NSCA adheres to all laws, regulations, rules, policies and protocols applicable to the conduct of NSCA business and activities.
- i. Protect information that belongs to NSCA.
- j. Avoid conflicts of interest, both real and perceived. Refrain from using NSCA assets, information, services, opportunities, authority or influence for personal gain.
- k. Recognize that even the appearance of misconduct or impropriety can be very damaging to the reputation of NSCA and act accordingly.

#### **Enforcement**

Any violation of this Code of Conduct will subject the person to the jurisdiction of the NSCA Ethics Committee and the processing of any violation under the procedures of the NSCA Code of Ethics, as such may be amended from time-to-time; provided, however, that this will not preclude any action (i) under the NSCA Bylaws or applicable law for removal of a director or officer or (ii) for discipline or termination of an employee of the NSCA under applicable policies or procedures of the NSCA or applicable law.

## Appendix L: Speaker Contract

### *National Strength and Conditioning Association Speaker Contract*

This contract is entered on \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ and the National Strength and Conditioning Association (NSCA) State/Provincial Director, 1885 Bob Johnson Dr, Colorado Springs, CO 80906-4000.

#### **Speaker Information** *(To be completed by speaker. Please type or print.)*

Name \_\_\_\_\_

Institution/affiliation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ Business fax \_\_\_\_\_

Email address \_\_\_\_\_

If unavailable please speak to \_\_\_\_\_

#### **Presenter Information** *(To be Completed by the NSCA State/Provincial Director)*

Presentation title \_\_\_\_\_

Presentation date \_\_\_\_\_ Start time \_\_\_\_\_ Length of program \_\_\_\_\_ End time \_\_\_\_\_

*From the Field* presentation \_\_\_\_\_

Presentation date \_\_\_\_\_ Start time \_\_\_\_\_

**Compensation** *(To be determined by the NSCA State/Provincial Director)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### **Speaker Release**

I have agreed to present at the \_\_\_\_\_ located in \_\_\_\_\_

The views and opinions expressed in this presentation will be solely mine and therefore, I agree to indemnify and hold harmless the NSCA State/Provincial Director against any and all claims, losses, expenses, or damages that may be incurred by the NSCA State/Provincial Director as a result of my presentation.

#### **Presentation Outline And Handouts**

The NSCA State/Provincial Director requires all conference presenters to provide an outline of their presentation and supporting handouts. The original of your outline and handout must be submitted either electronically through email as an attachment or on computer disk in IBM compatible MS Word or text file format. Handouts may include, but are not limited to: charts, graphs,

illustrations, references, suggested readings, etc. Handout materials for the Conference Notebook must not be more than 15 pages in length.

**Cancellation**

Cancellation of this contract, unless for serious physical disability, illness, or emergency over which you have no control, will cause undue hardship on the NSCA State/Provincial Director in securing a replacement speaker. In the event you cancel, you will be responsible for all expenses already incurred in connection with the event (i.e., airfare). We request that you work with the NSCA State/Provincial Director to assist with finding a replacement speaker that is acceptable to the NSCA State/Provincial Director. You will forfeit any compensation promised as part of this contract.

PLEASE REVIEW AND SIGN THIS CONTRACT AND RETURN ALL PAGES TO THE ADDRESS BELOW AS SOON AS POSSIBLE. RETAIN A COPY FOR YOUR FILES.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed contract to:  
NSCA State/Provincial Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For questions or concerns please call (\_\_\_\_\_) \_\_\_\_\_-

## Appendix M: Speaker Checklist

### *NSCA Speaker Checklist*

Name of Speaker \_\_\_\_\_

Title of Presentation \_\_\_\_\_

The following checklist is provided to help you in verifying that all the necessary information has been returned to the NSCA State/Provincial Director. Deadlines and specific information are stated in your original contract.

Speaker Contract returned to NSCA State/Provincial Director by \_\_\_\_\_

- Power Point, outline, and handouts for the presentation provided as an electronically attachment to the State Advisory Board.
- A 30-word synopsis of your presentation for use in the Preliminary Program Registration Form.
- Completed copy of W-9 Request for Taxpayer Identification Number and Certification.

#### *Other Items to Note...*

##### **Promotional Materials and Recordings**

The NSCA State/Provincial Director does not allow presenters to distribute “promotional” materials during their sessions. You may include your address and phone number on your handouts so attendees can contact you directly.

##### **Pre-Registration**

As contracted speakers, your clinic registration is complimentary and includes all sessions. You do not need to send in a registration form.

##### **On-Site Clinic Registration**

When you arrive at the clinic, please check-in at the registration desk. You will need to pick up your name badge and clinic program materials. Included in your packet will be the name of the individual introducing your session. That individual will be provided with your biographical information, but we ask that they also try to speak with you personally prior to the session to discuss any career highlights you may specifically want mentioned. Please take the time to assist this person with your introduction.

Please do not hesitate to contact the SPD or NSCA Headquarters with any questions you may have. We are eager to do what we can to make your session as successful as possible.

## Appendix N: On-Site Clinic Registration Form

### *National Strength and Conditioning Association On-Site Clinic Registration Form*

State/Provincial Clinic \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ NSCA Member ID # \_\_\_\_\_

CSCS®  NSCA-CPT® Institution/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency name and phone number \_\_\_\_\_

#### **Method of Payment**

Cash  Visa  AMEX  MasterCard  Check made payable to NSCA

Clinic Fees \_\_\_\_\_ Total Amount Paid \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Signature \_\_\_\_\_

Return completed registration to:

NSCA  
1885 Bob Johnson Dr  
Colorado Springs, CO 80906-4000

Phone: 800-815-6826  
Fax: +1 719-632-6367  
Email: [conferences@nsca-lift.org](mailto:conferences@nsca-lift.org)

#### **Refund Policy**

All refund requests must be submitted in writing (mail, fax, email) and should include the reason for cancellation. No refunds will be accepted via phone. Refunds requests must be made at least ten days prior to the clinic date. Processing fees may occur and some refunds are subject to change.

**Appendix O: Clinic Evaluation Form (For State/Provincial Director Use)**

*National Strength and Conditioning Association  
Clinic Evaluation Form*

Please help us improve our State/Provincial Clinics by providing answers to the following questions.

**General Information**

Please rate each of the following items on a point scale of 1 (poor) to 5 (excellent). Insert “n/a” for not applicable or not observed.

If you mark an area poor, please explain.

	Excellent	Good	Avg.	Fair	Poor	If poor, why?
Affordability of clinic registration	5	4	3	2	1	
Affordability of hotel/travel	5	4	3	2	1	
Adequate/appropriate facilities (hotel)	5	4	3	2	1	
Adequate/appropriate facilities (clinic)	5	4	3	2	1	
Courtesy of NSCA staff	5	4	3	2	1	
Efficiency of check-in registration	5	4	3	2	1	
What overall rating would you give the clinic?	5	4	3	2	1	

Describe what you liked MOST AND LEAST about the clinic.

Liked Most: \_\_\_\_\_

Liked Least: \_\_\_\_\_

Describe the single most important way future clinics can be made more appealing and useful to you. \_\_\_\_\_

**Decision to Attend**

What was the primary reason for attending the clinic? Please select one.

- Topics
- Quality of speakers
- NSCA CEU credit
- BOC CEU credit
- Conference location
- Networking Opportunities

**When did you decide to attend the clinic?**

More than 6 months prior to event    4 – 6 months prior    2 – 4 months prior    1 – 2 months prior

Less than 1-month prior    After receiving postcard in the mail    Other: \_\_\_\_\_

**How did you first learn of this clinic?**

Received brochure in mail    NSCA Bulletin    Word-of-mouth    NSCA Website

*Strength and Conditioning Journal*    Advertisement in another publication    Other: \_\_\_\_\_

**Were travel costs a major influence on your decision to attend?**

Yes    No

**What distance did you travel to attend?**

< 50 miles    50 – 100 miles    100 – 249 miles    250 – 499 miles    500 – 999 miles

1,000 – 2,000 miles    > 2,000 miles

Return completed clinic evaluation to:

NSCA  
1885 Bob Johnson Drive  
Colorado Springs, CO 80906-4000

Phone: 800-815-6826

Fax: +1 719-632-6367

**Appendix P: Expense Reporting Form**

*Expense Reporting Form*

Complete this form after each clinic and return to:

NSCA Headquarters  
 1885 Bob Johnson Drive  
 Colorado Springs, CO 80906-4000

All expenses acquired must have receipts. Before acquiring an expense, the NSCA staff liaison must approve the expense. Fill out a new expense form for each individual payee.

Form completed by \_\_\_\_\_

Today's date \_\_\_\_\_ Date(s) of clinic \_\_\_\_\_ Clinic title \_\_\_\_\_

State/Province \_\_\_\_\_ State account # \_\_\_\_\_

Payee (who to make check out to) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**Administrative Expense(s)**

To include, but not limited to, copying, printing, mailing, administrative supplies for clinic. (Not to include newsletter or confirmation forms, which will be sent out by the NSCA.)

Company Name	Purpose	Cost

**Food**

To include, but not limited to, clinic provided breakfasts, lunches, dinners, and speaker dinners.

Store/Restaurant	Purpose	Cost

**Equipment Rental**

To include, but not limited to, equipment required for the sole purpose of the clinic.

Name of Company	Type of Equipment	Cost

**Facility Rental Fees**

Name and Location	Cost

**Appendix Q: Speaker Fees Reporting Form**

*Speaker Fees Reporting Form*

Complete this form after each clinic and return to:

NSCA Headquarters  
 1885 Bob Johnson Drive  
 Colorado Springs, CO 80906-4000

For reimbursement for their time, the speaker must have signed the Speaker Contract (this includes State/Provincial Directors, if speaking at their clinic) and must have fulfilled their end of the contract for reimbursement for their services.

Form completed by \_\_\_\_\_

Today's date \_\_\_\_\_ Date(s) of clinic \_\_\_\_\_ Clinic title \_\_\_\_\_

State/Province \_\_\_\_\_ State account # \_\_\_\_\_

Send to State/Provincial Director to give out.

Send directly to speakers

Speaker	
Topic	
Address	
City, State, Zip	
Phone #	
Amount rendered for services	

Speaker	
Topic	
Address	
City, State, Zip	
Phone #	
Amount rendered for services	

Speaker	
Topic	
Address	
City, State, Zip	
Phone #	
Amount rendered for services	

## Appendix R: State/Provincial Director (SPD) Campaign Guidelines

### *NSCA State/Provincial Director (SPD) Campaign Guidelines*

Purpose Statement: To address the issues of campaign guidelines that pertain to newly nominated SPD candidates.

Effective Date: September 1, 2006

#### **Rules and Regulations:**

- a. In general, the candidates for election are expected to conduct themselves in a manner commensurate with the dignity of the office they aspire to hold.
- b. Each candidate must sign an agreement that they will abide by the guidelines as established. The statement shall include a reference to having received and read these guidelines.
- c. In the event of a complaint, the reporter of a complaint may not remain anonymous to the BOD. However, that individual may request anonymity when the President conveys the complaint to other pertinent groups or individuals. All complaints will be investigated and if found to conflict with these guidelines, the candidate may be dismissed and not allowed to continue his/her campaign.
- d. The NSCA is opposed to soliciting any resources for campaign purposes.
- e. Committees or SIGs may endorse their respective candidates. SIG/committee chairs or officers should not distribute or collect ballots at any time during the election procedure. All voting shall be done online or through electronic email to the Volunteer Coordinator. The NSCA forums may be used by supporters to endorse candidates.
- f. The Strength and Conditioning Journal, NSCA Bulletin, and/or other NSCA publications and website may publish presentations or interviews with candidates, provided that equal time is given to all candidates for that position. A candidate's email shall be given for questions and answers.
- g. Mass mailings of letters in support and/or for vote solicitation purposes of a candidate are allowed, whether authored by the candidate or a supporter. The same applies to email messages. Electronic or hard copy mail lists may not be obtained through the National Strength and Conditioning Association, its sponsors, or affiliates. The same applies to email messages and websites.

#### **NSCA Headquarters Requirements:**

To attempt to maintain an acceptable voter turnout, more marketing will take place via mail, email, and website. Allowing members access to candidate email for questions would also be available.

## Appendix S: SPD Campaign Acknowledgement Form

### *SPD Campaign Acknowledgment Form*

Receipt and Acknowledgment of  
National Strength and Conditioning Association  
NSCA SPD Campaign Guidelines

The NSCA SPD Campaign Guidelines is an important document intended to help you become acquainted with the National Strength and Conditioning Association (NSCA) standards of excellence that must be maintained as it relates to campaigning. This document will serve as a guide to maintain exceptional service to the NSCA Members during the election process; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the NSCA State/Provincial Director Campaign Guidelines.

I have received and read a copy of the NSCA State/Provincial Director Campaign Guidelines. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Association at any time.

I further understand that my volunteer service is terminable at will, either by me or the NSCA, regardless of the length of my volunteer service.

I am aware that during the course of my volunteering confidential information may be made available to me. I understand that confidential information must not be released within or outside the Association premises or property.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the NSCA State/Provincial Director Campaign Guidelines.

---

Volunteer Signature

---

Date

## Appendix T: SPD Volunteer Acknowledgement Form

### *State/Provincial Director and Regional Coordinator Volunteer Acknowledgment Form*

Receipt and Acknowledgment of  
National Strength and Conditioning Association  
State/Provincial Director (SPD) Handbook

The SPD Handbook is an important document intended to help you become acquainted with the NSCA SPD policies and procedures. This handbook will serve as a guide to your service to the NSCA. The SPD Handbook is not the final word in all cases. Individual circumstances may call for individual consideration.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the National Strength and Conditioning Association Volunteer Handbook and Reference Manual.

- I have received and read the National Strength and Conditioning Association State/Provincial Directors Handbook.
- I understand and acknowledge that the policies and procedures described herein are subject to change at the sole discretion of the National Strength and Conditioning Association.
- I understand and acknowledge that my State/Provincial Director service may be terminated, for any reason, either by myself or the National Strength and Conditioning Association.
- I understand and acknowledge that by virtue of my State/Provincial Director or Regional Coordinator position confidential information may be made available to me and that I may not release this information.
- I understand that my signature below indicates that I have read, understand, and acknowledge the above statements.

---

Volunteer Signature

---

Date

---

Membership Director Signature

---

Date

**Appendix U: W-9 for Speakers**

Any speaker receiving an honorarium from the NSCA is required to fill out a W-9. W-9 must be submitted every year for speakers. No check will be processed unless a current W-9 is on file.

Instructions for this form may be found online: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Return W-9 to:

National Strength and Conditioning Association  
 1885 Bob Johnson Drive  
 Colorado Springs, CO 80906

<p><b>Form W-9</b>                  (Rev. October 2007)                  Department of the Treasury                  Internal Revenue Service</p>	<p><b>Request for Taxpayer                  Identification Number and Certification</b></p>	<p>Give form to the requester. Do not send to the IRS.</p>
<p>Print or type See Specific Instructions on page 2.</p>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		
<b>Part I Taxpayer Identification Number (TIN)</b>		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		Social security number : : : : OR Employer identification number : : : :
<b>Part II Certification</b>		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).		
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶