



NATA

NATA guidelines regarding lists for student members conducting surveys

Student members sending up to 1,000 surveys can be done via email: A broadcast to a maximum of 1,000 email addresses can be provided for student members conducting research projects. NATA has the ability to provide a random sample of the population, if it exceeds 1,000. NATA will transmit the cover letter (containing a link to the member's questionnaire) via email to recipients. The transmission will be labeled as coming from the researcher. If a follow-up reminder is desired, NATA will transmit a second letter to the same members selected for the original broadcast.

Student member surveys of more than 1,000 will be conducted via U.S. mail: Since email lists are not available in quantities above 1,000, member research that requires a population greater than 1,000 is handled in the following manner. NATA can provide name and address of the population desired so the member can send the hard copy surveys via U.S. mail. The member must sign an agreement indicating the data will be used only one time and only for the stated purpose. NATA will forward the data electronically to the member, who can then print the labels for the mailing. If a follow-up reminder is desired, the member must once again sign a "one time use" agreement for the second mailing.

Disclaimer: The NATA Board of Directors has implemented this policy in regards to student surveys:

Graduate Student Surveys: When a graduate student asks the national office for a mailing or email list to send a survey, s/he is referred to the relevant district secretary. If the survey meets the District Secretaries/Treasurers Committee's requirements, the graduate student is given approval to receive a free list. The board was concerned the recipients may think the surveys are NATA-sponsored. The board asked that the graduate students be required to print a disclaimer at the beginning of the questionnaire to alleviate this confusion. This wording was subsequently developed: "This student survey is not approved or endorsed by NATA. It is being sent to you because of NATA's commitment to athletic training education and research." (6/13/02)

NOTE: THIS POLICY IS SUBJECT TO CHANGE WITHOUT NOTICE.
Only NATA members may access this service.



NATIONAL ATHLETIC TRAINERS' ASSOCIATION, INC.
RESEARCH/GRADUATE STUDY
Contact List Request Form



Request Date: _____ Date Needed: _____

Member Making Request: _____

NATA Member Number: _____ (Required)

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-Mail Address: _____ Fax: _____

Title of Study: _____

Purpose Statement: _____

Institution where Research is Being Conducted: _____

Advisor's Signature (if applicable): _____ Date:

Funding Source of Study: _____

- ** Please include a copy of your survey instrument, informed consent form, and documentation of approval from your Institutional Review Board (IRB).**
- ** If you are requesting an email broadcast from the National Office for notification of a web site for your survey, you MUST provide the letter of announcement that you plan on using in the broadcast, as well as an email address to be used by the student for this survey.**

Send this form to your District Secretary for processing.

Pease allow three to four weeks for delivery.

- _____ Univ & College
- _____ Youth Sports
- _____ Other Professions
- _____ Unemployed

CONTACT LIST USE AGREEMENT

I certify that the requested NATA mailing list will be utilized by the above-mentioned organization/individual only for mailing of the study specified. I verify that the list will not be duplicated, copied, or reproduced in any manner, but only for the aforementioned one-time use. One-time use does not allow the purchasing/receiving entity to provide NATA's members with a "subscription" or any other product or service that reaches members in any way more than once without the member's individual consent.

Applicant Signature

Date

Approved by (District Secretary)

Date

SAMPLE Contact Cover Letter

Dear Fellow Certified Athletic Trainer:

I am a master's degree candidate at (**University Name**), requesting your help to complete part of my degree requirements. Please follow the link at the end of this letter to an online survey titled: (**Title of Project**).

The questionnaire consists of ___ demographic questions and ___ Likert Scale (1-very uncomfortable to 5 very comfortable) questions, which will take about five to seven minutes to complete.

One thousand randomly selected certified NATA members in (**Location Demographic**) with a listed email address are being asked to submit this questionnaire, but you have the right to choose not to participate. The (**University Name**) Institutional Review Board has approved this study for the Protection of Human Subjects.

This is a completely anonymous questionnaire and upon submission, neither your name nor email address will be attached to your answers. Your information will be kept strictly confidential.

As a fellow certified athletic trainer, your knowledge and opinions regarding this topic makes your input invaluable. Please take a few minutes to fill out the anonymous questionnaire you will find by clicking on this link and submit it by (Date):

[\(http://web_page link/\)](http://web_page_link/)

Thank you for your time and consideration.

Sincerely,

Name of Member and Credentials
Institution Name
Address
Email Address

Participants for this survey were selected at random from the NATA membership database according to the selection criteria provided by the student doing the survey. This student survey is not approved or endorsed by NATA. It is being sent to you because of NATA's commitment to athletic training education and research.