**DISTRICT III – MAATA**

**ATHLETIC TRAINER HALL of FAME AWARD**

*(Rev. 1/1/18)*

Information and Instructions

*The MAATA Athletic Trainer Hall of Fame award is a prestigious honor that recognizes qualified MAATA members for their exceptional and unique contributions to the athletic training profession. This is a District III award, which reflects a lifetime of dedication and impact to the Association and the field of athletic training on the national and district level.* ***MAATA Hall of Fame Nominations must come from a sponsor (s), who are to be individuals who live and/or work in District III!*** *The MAATA Honors and Awards Committee has developed a nomination form and candidate profile form to be completed with accurate information that will help the subcommittee assess candidates’ contributions. Please carefully read and follow all of the instructions below for the eligibility and for completing the nomination and application forms. The MAATA Award and Nomination Form and the MAATA Hall of Fame application form is available to complete and download on the MATA Honors and Awards website.*

1. **Eligibility:** To be eligible for nomination, individuals must have 25 years certified membership in the MAATA and have significant service at the district and national level representing DIII. Candidates eligible for the MAATA Athletic Trainer Hall of Fame Award must hold a certification date AND District III membership join date **25 years prior to January 1st of the current calendar year.** Current NATA Hall of Fame members will not be considered for the MAATA Athletic Trainer Hall of Fame Award. Current MAATA Officers are not eligible for the MAATA Hall of Fame Award. Candidates who are currently active members of the NATA must be in good standing with the BOC and their state regulatory act if applicable.
2. **Completing the Nomination and Candidate Profile Form:** All nomination forms must be typed and completed in their entirely, even if information is duplicated or the candidate’s resume. Points will not be awarded for incomplete sections, unanswered questions or questions in which the response refers the subcommittee or committee members to the nominee’s resume for answer (s). Familiarize yourself with what is being requested. Candidates are not expected to have experience in all areas, however this is a district award and contributions at the district and national level are necessary. These contributions can include, but are not limited to leadership and advancement of the Association and the profession nationally.
3. National Level Contributions
4. Special Contributions
5. District Level Contributions
6. Local/State Contributions

The Athletic Trainer Hall of Fame candidate profile form has been designed to include all areas that qualify for scoring. Because of this, and to manage the volume of material received, the Committee asks that you only submit information that is requested.

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

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

**Recommendation letters should conform to the following guidelines:**

**-** Recommendation letters should be printed on letterhead stationery, signed by the author and scanned to be included with your application. Retired athletic trainers are not required to use business letterhead.

**-** One letter of Advocacy **or** Recommendation letter must come from the nominee’s supervisor or a colleague with whom you have directly worked for a minimum of 5 years in the recent past. (i.e. administrator, supervisor, athletic trainer, team physician, coach). This letter is to address the nominee’s community and job-related accomplishments.

**-** Two letters of Advocacy **or** Recommendation must come from certified athletic trainers within District III. These letters are to address the nominee’s involvement with and contributions to the profession of Athletic Training at the national, district, and state levels.

**4. Resume or Vita:** Nominees should include a current resume or vita to supplement the information on the nomination form.

**5.** **JPEG Quality Photo:** Please send and or attach a JPEG quality photo – head shot/or bust style.

**6.** **Deadlines:**  Nominations will accepted  annually from 8/15 up to and including 10/31 of the current year.   All materials requested, including the resume or vita and letters of recommendation must be submitted via email or by US Mail by November 30th for consideration.  Candidates and sponsors will receive an e-mail from the Honors & Awards Committee when the application is complete.  Candidates and sponsors are welcome to contact the Sub-committee chair (see below) to check the status of application components at any time.

**7.** **The Evaluation Process:** The review process takes several weeks. Nominations are evaluated and scored by the District III Athletic Trainer Hall of Fame Subcommittee, and submitted to the MAATA Executive Council for final approval. A nominee is eligible for re-nomination in subsequent years.

**8.** **Notification:** All sponsors and candidates will be notified by the MAATA Honors & Awards Committee of award recipients no later than March 1st.

**9.** **Awards Presentation:** The District III Hall of Fame Award will be presented and recognized during the MAATA Annual Meeting and Clinical Symposia.

**If you have any questions,** please contact Bob Casmus, ATC, Chair of the District III Honors and Awards Committee at [robertcasmus@gmail.com](mailto:robertcasmus@gmail.com) or at 704-642-8232.

**The District III Honors and Awards Committee thanks you for your contributions to the athletic training profession and the Association.**

Thank you for ensuring that the District III Honors and Awards Committee receive all nomination and candidate materials by **November 30th.**

**Send all Athletic Trainer Hall of Fame Nomination materials to:**

Scott Johnson,  MSEd, VAT-L, ATC

Chair, MAATA HOF Committee

Associate Athletic Director for Sports Medicine & Athletic Training

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