**DISTRICT III – MAATA**

 **Most Distinguished Athletic Trainer Award**

 **Information and Instructions**

*The* ***MAATA Most Distinguished Athletic Trainer 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 award, which reflects a lifetime of dedication to the Association and the field of athletic training primarily on the district and national level. The MAATA Honors and Awards Committee have developed a nomination form and an application form to be completed with accurate information that will help the Subcommittee assess candidates’ contributions. Please carefully read and follow all the instructions for eligibility completing the nomination form and application.*

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

1. **Eligibility:** To be eligible for nomination, individuals must have 20 years certified membership in the MAATA and have significant service at the district level representing District III. NATA and District III Hall of Fame members will not be considered for the Most Distinguished Athletic Trainer Award nor will NATA MDAT Award winners.
2. **Completing the Nomination and Candidate Profile Form:** All nomination forms must be typed and completed in their entirety, even if information is duplicated on the candidate’s resume. Points will not be awarded for incomplete sections, unanswered questions or questions in which the response refers the Subcommittee or committee members to the nominee’s resume for answer(s).

**Familiarize yourself with what is being requested.** Candidates are not expected to have experience in all areas, however, this is a district award and contributions at the district level are emphasized. These contributions can include, but are not limited to leadership and advancement of the Association and the profession nationally. Points are awarded for state and local level activities. Candidates should not feel intimidated by having to leave some parts of the profile form blank.

The MDAT candidate profile form has been designed to include all areas that qualify for scoring. To manage the volume of material received, the Committee asks that only the specific information requested be submitted.

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

1. **Advocacy Forms and Letters of recommendation:** The candidate’s application should include three Advocacy Forms and/or letters of recommendation. **The MAATA ADVOCACY FORMS are on the MAATA Website under the DIII Honors and 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.

Advocacy Forms or Recommendation letters should conform to the following guidelines:

* Letters should be printed on letterhead stationery, signed by the author and scanned to be included with your application. Retired athletic trainers are not required to use business letterhead.
* One Advocacy Form or letter of recommendation must come from the nominee’s direct supervisor or a colleague with whom he/she has directly worked for a minimum of 5 years (i.e. administrator, supervisor, athletic trainer, or coach). This letter is to address the nominee’s community and job-related accomplishments.
* Two Advocacy Forms or letters or recommendation must come from certified athletic trainers within District III. These letters are to address the nominee’s involvement with and contributions at the national, district and state levels.
1. **Resume or Vita:** Nominees should include a current resume or vita to supplement the information on the nomination form.
2. **JPEG Quality PHOTO:**  Please send and or attach a JPEG quality photo – head shot or bust-style.
3. **Deadlines:** Nominations will accepted annually from 8/15 up to and including 10/31 of the current year. All materials requested, including the resume or vita and letters of recommendation must be submitted via email or by US Mail by November 30th for consideration. Candidates and sponsors will receive and email 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.
4. **The Evaluation Process:** The review process takes several weeks. Nominations are evaluated and scored by the Most Distinguished Athletic Trainer Subcommittee, and submitted to the MAATA Executive Council for final approval.
5. **Notification:** All sponsors and candidates will be notified by the District III Honors and Awards Committee of award recipients no later than March 1st.
6. **Awards Presentation:** The MDAT Award will be presented and the honoree recognized during the MAATA Annual meeting and Clinical Symposia.

**If you have questions,** please contact Bob Casmus, ATC at: robertcasmus@gmail.com or 704-642-8232.

*The District III Honors and Awards Committee, and the MDAT Subcommittee, thanks you for your contributions to the athletic training profession and the association.*

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

**Send all MDAT materials to:**

**Nancy C. Burke, MS, AT Ret
122 Discovery Lane
Williamsburg, VA 23185****ncburke23@cox.net** **703-629-2038**