

## CATA HONORS AND AWARDS (HAA) Committee Manual

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For all awards please visit [coloradoata.org](http://coloradoata.org) for nomination criteria and nomination link.

**I. POLICY AND PROCEDURE REFERENCE:**

**Honors and Awards Committee (HAA)  
Colorado Athletic Trainers Association (CATA)**

**A) Function:**

- 1) Recommend to the Board criteria for all awards given by the Association.
- 2) Recommend to the Board recipients of awards given by the Association.
- 3) Procure, within Board guidelines, plaques, and other awards to be given by the Association.
- 4) Ensure that all engraved or printed awards are affixed with the proper seal of the Association.
- 5) Advise the Board on matters pertaining to awards.
- 6) Present awards to recipients at the annual meeting of the Association.

**B) Board Policy for Approving Awards:**

- 1) The HAA Committee recommends all awards to the CATA board of directors. The HAA Committee makes all final award decisions at least three (3) months prior to the annual CATA meeting.
- 2) Any member serving on the HAA Committee is not eligible to be nominated while in service of the HAA committee.

**C) Composition:**

- 1) The HAA Committee is comprised of the Chair and appointed members in accordance with CATA BOD Policy. The HAA Committee Chair and appointed members will be responsible for gathering and evaluation of nominations and applications for all awards of the CATA. Based on the evaluation of all nominations for specific awards, the Committee Chair will then recommend deserving recipients to the BOD for final approval of the specific award or scholarship. The Committee Chair will then notify the recipient of the particular award. The HAA Committee will oversee the process for evaluating and recommending recipients of the following awards:

- a) *Hall of Fame*
- b) *Athletic Training Service Award*
- c) *Robert Ryan Educator Award*
- d) *Distinguished Athletic Trainer Award*
- e) *Honorary Membership Award*
- f) *Dan Libera and Jim Conboy AT Scholarships*

**D) Award Deadlines:**

- 1) Nominations will be open from January 15 – April 1 of each year.
  - a) Application materials must be submitted to the HAA Committee

Chair by **April 1 at 12:00 Midnight.**

- b) Incomplete or late applications or support materials will not be accepted for consideration. (at the discretion of the HAA Committee)
- 2) Award winners will be determined and submitted to the BOD for approval two (2) weeks later (on or about March 1).
- 3) The HAA Chair will contact the BOD for confirmation of awards two (2) weeks after submission.
- 4) The HAA Chair will contact confirmed and approved award winners no more than seven (7) days after BOD approval.

**E) Voting Procedures:**

- 1) Candidates will be judged by the members of the HAA Committee relative to the requirements for nomination and scored according to the rubric for each individual award.
- 2) Rubrics may be found in the Appendix of this manual. The committee will recommend a nominee(s) to the Honors and Awards Chair who will present the recommendations to the CATA Board of Directors.

**F) Scoring Criteria for All Awards:**

- 1) All awards will use a rubric and follow the same scoring procedures.
- 2) The candidate that receives the greatest number of points and meets minimum requirements for each award. In the event of a tie, both or multiple candidates will be notified of their award/induction.
- 3) The HAA Committee Chair will gather all required documents and submit the candidate file to the members of the HAA committee. Candidates will be judged by the members of the HAA Committee relative to the requirements for nomination. The committee will recommend a nominee(s) to the Honors and Awards Chair who will present the recommendations to the CATA Board of Directors for approval.

**G) Presentation of awards:**

- 1) Awards will be presented annually at the CATA clinical symposium business meeting. Awards may also be presented at the Colorado Membership Meeting during the RMATA Meeting in years when the RMATA meeting is in Colorado. (There is no CATA annual Meeting when the RMATA is hosted by Colorado).
- 2) Any/All awards do not need to be given if no candidates are deemed qualified for the award

## COLORADO ATHLETIC TRAINERS ASSOCIATION AWARDS AND SCHOLARSHIPS

### II. HALL OF FAME AWARD:

#### A) **Objective:**

- 1) The primary objective of this award is to recognize those members of the CATA who have made outstanding contributions to the profession of athletic training and to the CATA.

#### B) **Criteria for Nomination:** Nominees must meet all the following requirements, unless exempted by special considerations.

- 1) Nominee has been an active participating member a minimum of 20 years at the National, District, or State Level.
- 2) Nominee has been an active participating member of the CATA for 20 years, providing the type of services listed below in item "4" on behalf of the CATA.
- 3) Nominee is in good standing with BOC or retired category.
- 4) Nominee has made contributions to the advancement of the athletic training profession through leadership, mentoring, promotion, education, committee work, or any other activities that have served the membership/CATA in a positive manner.

#### C) **Special Considerations:**

To be considered for CATA Hall of Fame under Special Considerations criteria must include an additional letter of recommendation.

- 1) Deceased CATA athletic trainers, who have not met the length of service requirement (20 years), may be considered if they had, while working in the athletic training field, brought distinction to the CATA because of their own achievements, contributions to the profession, or service to the CATA
- 2) Athletic trainers in another NATA district who, at one time did serve within the CATA, may be considered if the contributions to the athletic training profession have brought distinction to the profession. The length of service requirement (20 years) would be mandatory.
- 3) Athletic trainers who are natives to the CATA (born within boundaries or educated within the state) who have made significant contributions to the athletic training profession and have brought distinction to the CATA or NATA may be considered. They must have served as an athletic trainer for at least 20 years. Former CATA athletic trainers who have not met the length of service requirement, but who have given considerable service to the CATA may be considered. A CATA athletic trainer who has met the 20 year requirement may be considered if he/she has given obvious outstanding service to the CATA in other ways.

**D) Deadline:**

- 1) Nominations are to be sent to the Honors and Awards Chair by April 1, 2024.

**E) Nomination Procedures:**

- 1) Any CATA member in good standing may submit a nomination form (currently online at Coloradoata.org). The membership will be informed of the nomination process through the association website, and social media.
- 2) The application must be accompanied by:
  - a) Minimum two (2) letters of recommendation from separate athletic trainers.
  - b) Resume/vita of candidate.
  - c) Other letters of recommendation are acceptable.
- 3) The CATA Sub-Committee Chair will get letter of recommendation, confirmation of good standing from the CATA President.
- 4) Candidates under “special consideration” must have an additional letter of recommendation.
- 5) The HAA Committee Chair will check to make sure the nominee meets the minimum criteria for consideration; if criteria are met, the application is shared with the other members of the HAA Committee.
- 6) The committee members will evaluate the nominee using the CATA HOF Evaluation form.
- 7) If no nominee or no qualifying nominations are received, then no nominee will be inducted that year.
- 8) The voting tally will be known to the HAA Committee Chair, the CATA President and the CATA BOD only.

**F) Induction procedures:**

- 1) The candidate chosen for induction will be notified within two (2) weeks of board approval by official letter of induction sent by the CATA Honors and Awards Chair. The official notification letter of induction will include all items listed in F2 (see below).
- 2) The Honors and Awards Chair, or a committee designee of the Chair will coordinate with new inductee(s)
  - a) Date of induction presentation.
  - b) Request for selecting induction introduction person.
  - c) Request for number of total guests (Five (5) complimentary tickets).
  - d) Request for name of school/institution to go on HOF trophy.
- 3) Order HOF trophy(s) for new inductee(s). Arrange for individual trophies to be sent to symposium or picked up and delivered to symposium.
- 4) Notify CATA Vice-President/ Educational Committee Chair of the number of guests that the inductee(s) request.

5) Induction will take place during the CATA business meeting/symposium.

**G) Other Considerations:**

- 1) No more than two (2) HOF awards may given in any one (1) year. The CATA Board of Directors may increase this number at their discretion, as long as, all inductees meet the requirements for induction.
- 2) Members of the HAA Committee and the Committee Chair along with the CATA Board of Directors are excluded from consideration during their term(s) of office.

**III. ALETIC TRAINING SERVICE AWARD:**

**A) Objective:** The primary objective of this award is to recognize those members of the CATA who have made outstanding contributions to the profession of athletic training and to the CATA.

**B) Requirements:** Individuals must meet the following requirements to be nominated for the award:

- a) Be a member of CATA for a minimum of 10 years.
- b) Be a member of the NATA for a minimum of 10 years.
- c) Provide notable service to the Athletic Training Profession.
- d) Be in good standing with the Board of Certification or have retired in good standing.

**C) Application Guidelines:**

- 1) Any voting member of the Association may nominate individuals for the award. Students may recommend qualified persons to a certified member of the CATA for nomination; however, a certified member of the CATA must make the nomination.
- 2) Complete the nomination form on the CATA website:
  - a) Statement of justification for nomination
  - b) Two (2) Letter(s) of Recommendation (LOR) from two (2) people other than nominator. One (1) LOR must be an AT/Physician or Allied Health professional.
  - c) Resume/vita of nominee that includes professional education, career history, professional certification(s), licensure, documentation of service to the CATA/RMATA/NATA and other pertinent information. Service to other professional organizations is acceptable.

**D) Deadline:**

- 1) All nominations must be complete and submitted to the CATA HAA Committee Chair no later than April 1, 2024.

**E) Other consideration:**

- 1) No more than two (2) awards may be given in any year.

**IV.** Members of the HAA Committee and the Committee Chair along with the CATA Board of Directors are excluded from consideration during their term(s) of office.

## **V. THE ROBERT RYAN EDUCATOR AWARD:**

- A) Objective:** The primary objective of this award is to recognize those members of the CATA who have made outstanding contributions to the education profession of athletic training and to AT students enrolled in the educational programs in Colorado.
- 1) If not an athletic trainer, they must show documentation on contributions to the educational programs. HAA committee will consider the application on its merits.
- B) Requirements:**
- 1) Individuals must meet the following requirements to be nominated for the awards:
    - a) Current certified membership in the NATA/CATA for at least 5 years immediately prior to receiving the award.
    - b) Recognition as an educator; teacher or instructor, preceptor, mentor or advisor of athletic training in a secondary school, college or university, or allied health setting.
    - c) Must have at least 5 years of service.
    - d) Recognition for service at the state, or regional level in professional organizations concerned with the field of athletic training and athletic training education. To include professional work. (articles, presentation, books if applicable)
    - e) Evidence of excellence within the classroom, clinic, or athletic training room regarding the education of athletic training students or one's peers.
    - f) Letter of recommendation from the CATA member who nominated the candidate.
    - g) Letter of recommendation from someone who can provide feedback about the skills, abilities, and impact of the candidate as an educator.
- C) Application Guidelines:**
- 1) Any voting member of the Association, an administrator or faculty member of a secondary school, college or university can nominate individuals for the award. Students may recommend qualified persons to a certified member of the CATA for nomination; however, a voting member of the CATA must make the nomination.
  - 2) The nominator must complete the nomination form on-line and submit the form to the honors and awards chair.
    - a) Academic background. Resume or vita may be presented for all the following:
      - Active and completed research (if applicable).
      - Published research (if applicable).
      - Course work taught; students served (what academic setting).
      - Classroom teaching innovations.
      - Course work developed; instruction provided.
    - b) Professional memberships.

- c) Positions (elected or appointed) held at state, district or national levels of the National Athletic Trainers' Association.
- d) Positions (elected or appointed) held on state, regional or national levels of other professional organizations.
- e) Educational consultant work.
- f) Speaking engagements at the community, state, regional or national levels.
- g) Community service, such as Red Cross or American Heart Association, etc.
- h) Service such as committee involvement, thesis advising, etc.
- i) Other appropriate material as requested by the committee.

**D) Deadline:**

- 1) All nominations must be complete and submitted to the CATA Honors and Awards Chair no later than April 1 2024.

**E) Other considerations:**

- 1) No more than two (2) awards may be presented annually. (NOT HAVE A LIMIT)
- 2) Members of the HAA Committee and Board of Directors are excluded from consideration during their term(s) of office.

**DISTINGUISHED ATHLETIC TRAINER AWARD**

**Objective:** to recognize an athletic trainer/s at any level (HS, Collegiate, Clinical, Industrial, hospital) who have made contributions to the Athletic Training profession and brought distinction to their setting or the profession of athletic training.

- 1. Member in good standing with the CATA
- 2. Minimum of 5 years of service

**Application Guidelines:**

- 1) Any member of the Association, an administrator or faculty member of a secondary school, college or university can nominate individuals for the award. Students may recommend qualified persons to a certified member of the CATA for nomination; however, a voting member of the CATA must make the nomination.
- 2) The nominator must complete the nomination form on-line and submit the form to the honors and awards chair.



## **VI. HONORARY CATA MEMBERSHIP:**

- A) Any voting member of the Association may nominate a person for an honorary membership to the CATA.
- B) Nominations shall be submitted to the HAA Committee Chair.
- C) The criteria to be examined for granting honorary membership shall include:
  - 1) Contributions to the advancement of athletic training and/or sports medicine in Colorado.
  - 2) The CATA HAA Committee will recommend Honorary Membership by a consensus vote.
  - 3) If the Committee needs additional information in order to make an informed vote, the HAA Committee Chair will contact the candidate/organization under consideration and ask for additional information from the candidate/ organization detailing their contributions to the advancement of athletic training/ sports medicine in Colorado.

## **VII. CATA SCHOLARSHIPS**

Dan Libera AT Scholarship  
Jim Conboy AT Scholarship

Application Deadline is April 1 2024. Funds will be available for use during the upcoming school year.

- A) **Criteria:**
  - 1) Current student membership in the NATA.
  - 2) Perform with distinction in the following areas:
    - a) Academic program and institution. (i.e. club president, honors)
    - b) Athletic training duties/assignments.
    - c) Academic coursework.
    - d) Community service.
- B) **The Application MUST be completed on line and will ask for the following:**
  - 1) CATA Scholarship Application Form
  - 2) One page essay from the applicant on why they want to be an athletic trainer and their future goals in athletic training.
  - 3) A Letter of Recommendation from a Certified Athletic Trainer
  - 4) A Letter of Recommendation from the Program Director or Clinical Education Coordinator (Jim Conboy)
  - 5) Unofficial Transcript
- C) Committee Chair totals all of the ranked applications—applicant with the highest point total is the recipient of the scholarship.
- D) Committee Chair calls each recipient to notify them of the award and to congratulate them.
- E) Committee Chair confirms contact information.
- F) Committee chair notifies the Member at Large who is responsible for honors and awards, CATA President and CATA Treasurer of the selection

