



# **National Strength and Conditioning Association (NSCA) Volunteer Handbook and Reference Manual**

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## Welcome

Thank you for your interest in serving as a volunteer at the NSCA. Many of the key functions and responsibilities of the NSCA are performed by volunteers, so your service is key to the growth and advancement of the NSCA. Therefore, a clear and thorough understanding of the guidelines in this Volunteer Handbook is essential for the efficient and effective running of NSCA activities.

An NSCA volunteer is an individual who serves in a defined leadership capacity as directed by the NSCA. Examples include, but are not limited to: director, officer, NSCA committee member, NSCA Special Interest Group (SIG) executive council member, or as a State/Provincial Director/Regional Coordinator. NSCA may provide additional and/or temporary volunteer opportunities as needs arise.

**After reading this Handbook (including any relevant sections in the Appendix), and prior to your volunteer service, please complete the Volunteer Acknowledgement Form in the Appendix and email it to [volunteer@nsca.com](mailto:volunteer@nsca.com), attention Volunteer Coordinator. If you have questions or concerns, please direct them to NSCA's Membership Director.**

## NSCA Volunteer Opportunities

There are numerous ways to participate and to share your knowledge and expertise at the NSCA. The primary focus of this Volunteer Handbook will be on committees and special interest groups (SIGs). In addition, individual members are encouraged to participate as requested at NSCA events, to serve at the local level, to join the conversation in public and private discussions, and to participate as mentors to other members. As an NSCA volunteer, you may be given access to confidential information. The protection of confidential information is vital to the interests and the success of the NSCA. Therefore, you are advised to discuss confidential information strictly on a "need-to-know" basis within the approved structure of your volunteer role.

### NSCA Committees

Each committee is established by the NSCA Board of Directors (Board) to meet the needs of the NSCA and individual departments within the NSCA. All committee roles and functions are designated by the Board.

- A committee is made up of no fewer than three, and no more than nine members, including the Committee Chair.
- Each member has voting privileges on the committee.
- A member may serve on **no more than two committees** at one time. Exceptions to this policy must be approved by NSCA's Executive Director.
- Application qualifications are set by each committee, and subject to Board approval.
- Qualification requirements are dependent on a committee's purpose, but may include FNSCA, CSCS®, CSPS®, NSCA-CPT®, TSAC-F® certification, a field-specific degree, or pertinent past experience.
- Members of a committee must be current NSCA members; exceptions to this policy are noted in the Appendix under the guidelines for specific committees.

### Committee Mission Statement

The Committee Chair, committee members, and the committee liaisons develop the Mission Statement of a committee, consistent with the role and function of the committee as established by the Board. Each Mission Statement, and subsequent changes, is subject to Board approval. The Mission Statement acts as a description of committee activities, its goals and objectives, and must support the mission and vision of the NSCA.

### Committee Members

Committee members must commit to serving a three-year term. Members appointed to fill a vacancy (through a resignation or termination) will only be appointed to complete the vacant term and are not subject to Board approval. The Board, following recommendations by the Committee Chair, approves the appointment of members.

### Committee Activity

Committee activities vary as directed by their mission statements and needs from the Board. However, each committee will hold a minimum of one meeting per year, typically in conjunction with the NSCA National Conference. Committee member attendance at these meetings is required; any exceptions must be approved in advance by the Committee Chair.

### Committee Chairs

The Board will approve Committee Chairs with the exception of the Nomination Committee, the Finance/Budget Committee, and the NSCA Certification Committee. The approval of these particular Committee Chairs is addressed in the Appendix under the respective committee.

Each Committee Chair is responsible for leading committee meetings, implementing the approved committee Mission Statement through documented goals and objectives, and communicating with the Board Liaison and NSCA Headquarters Staff Liaison in terms of committee activities and performance.

### Support Staff

#### Board Liaison

The current NSCA President appoints each Board Liaison. The Committee Board Liaison's purpose is to represent the Board to the committee and to facilitate communication between the Committee and the Board.

#### Staff Liaison

The NSCA Headquarters Staff Liaison to a committee facilitates communication between the committee and NSCA Headquarters. The NSCA Executive Director appoints each Staff Liaison.

### Volunteer Coordinator

The Volunteer Coordinator ensures that all annual reports, meeting minutes, and committee openings are collected from each committee and communicated through appropriate channels. Committee member changes and openings are communicated by the Volunteer Coordinator. Correspondence is sent from the Volunteer Coordinator to the Committee Chair, the Board Liaison, and the Staff Liaisons to remind all parties of documentation requirements for each committee.

## Committee Selection Procedures

The following procedures apply to all committees, with any exceptions noted in the individual committee section of the Appendix.

### Committee Member Application, Selection and Approval Process

1. By July 31 of each year, each Committee Chair will communicate committee openings to the Volunteer Coordinator. Committee Chairs are encouraged to include committee openings in their annual reports.
2. The Volunteer Coordinator will post the committee openings no later than October 1 of each year on NSCA.com along with related job descriptions and selection criteria determined by each committee. Related announcements will also be sent to member through appropriate channels.
3. Applications will be received through December 15 of each year. December 15 will mark the close of the application window.
4. Applications received will be delivered by the Volunteer Coordinator no later than December 31 of each year to the Committee Chair, Board Liaison and Staff Liaison for review per committee opening along with related job descriptions and selection criteria. All committee members play a role in reviewing applications and selecting members.
5. Committees have until February 15 of each year to determine their committee member selections. On or before February 15, Committee Chairs are to communicate their committee member selections to the Staff Liaison and Volunteer Coordinator. Committee selections should include at least one (1) alternate should a primary selection not meet Board approval.
6. The Volunteer Coordinator will draft the Board motion and send to the Committee Board Liaison along with supporting documentation for Board Liaison approval and submission. Motions are due by March 15 for the April Board Meeting.
7. Board approval of the committee member selection motions occurs at the April Board meeting. The Volunteer Coordinator announces the selections of the new committee members and informs the Staff Liaison no later than April 30.
8. The Volunteer Coordinator will facilitate communication to incoming and outgoing committee members as well as those not selected; updates will also be made to NSCA's website as needed.
9. The first date of service for the newly selected committee members is the first day of NSCA's national conference each year in July. If vacant, committee members are to select a Committee Chair from within the committee members at the committee meeting at or prior to National Conference.

## Special Interest Group (SIG) Definition and Purpose

A SIG is a group of NSCA members who share a common interest within the larger field of strength and conditioning. The purpose of a SIG is to provide opportunities for information sharing and discussion, networking, mentoring and camaraderie among SIG members. The NSCA supports the formation and growth of SIGs in support of NSCA's mission and to increase the value of NSCA's member community.

## SIG “Do’s and Don’ts”

<b>Do This</b>	<b>Not This</b>
Provide knowledge and assistance to NSCA peers in open discussion	Publish outside of peer-reviewed channels (publication guidelines and opportunities may be found at <a href="http://NSCA.com/publications">NSCA.com/publications</a> )
Build up the NSCA community and encourage professional standards	Use aggressive or hostile language when engaging peers in online forums and at SIG meetings
Suggest policy changes and new ideas to NSCA leadership	Create policy
Report and communicate SIG activities	Engage sponsors or raise funds
Host SIG meetings at NSCA national conferences and support recognized/established SIG groups on social media	Create relationships with other organizations on behalf of the NSCA

## Establishment of a New SIG

The following steps must be performed to establish a new SIG:

1. A current NSCA member must complete a SIG application (located in the Appendix). Before starting an application, please ensure the following requirements can be met:
  - a. The clearly defined and articulated purpose statement of the new SIG must be distinct from all existing SIGs. (The list of existing SIGs and their purpose statements can be found at [NSCA.com/SIG](http://NSCA.com/SIG))
  - b. The Chair and at least two Executive Council members must be identified.
  - c. The SIG must have at least 50 committed members in the first year, and 100 in subsequent years.
  - d. Applications must be submitted by the following dates for consideration at the following Board meeting: January 1, April 1, July 1, October 1.
2. The NSCA Volunteer Coordinator will evaluate the application for completeness and forward to the NSCA Membership Committee Chair for approval.
3. If the Membership Committee approves the application, the NSCA Board Liaison for the Membership Committee will submit the SIG application for approval at the next available Board meeting.
4. Once approved, the NSCA Volunteer Coordinator will notify the SIG Executive Council of an official start date as well as next steps.

## SIG Executive Council Structure

The members of each SIG will elect an Executive Council. The composition required for any SIG Executive Council is:

- A SIG Chair
- At least two (2) and up to six (6) Executive Council Members

The terms of service for Executive Council members are the same as NSCA committee members. Members may only serve on one SIG Executive Council at a time in the role of Chair, and the SIG Chair

length of service is one term or a maximum of three (3) years. In addition, newly-formed SIGs must develop a staggered rotation schedule with NSCA's Volunteer Coordinator to ensure that all Executive Council members do not rotate off the same year.

### SIG Executive Council Member Application, Selection and Approval Process

1. By July 31 of each year, each Executive Council Chair will communicate openings to the Volunteer Coordinator. SIG Executive Council Chairs are encouraged to include openings in their annual reports.
2. The Volunteer Coordinator will post the committee openings no later than October 1 of each year on NSCA.com along with related job descriptions. Announcements will also be sent to members through appropriate channels.
3. Applications will be received through December 15 of each year. December 15 will mark the close of the application window.
4. Applications received will be delivered by the Volunteer Coordinator no later than December 31 of each year to the SIG Executive Council Chair and Staff Liaison for review per Executive Council opening along with related job descriptions.
5. SIG Executive Councils have until February 15 of each year to determine their member selections. On or before February 15, Executive Council Chairs are to communicate their selections to the Staff Liaison and Volunteer Coordinator.
6. The Volunteer Coordinator will facilitate communication to incoming and outgoing SIG Executive Council members as well as those not selected; updates will also be made to NSCA's website as needed.
7. The first date of service for the newly selected Executive Council members is April 1.

### SIG Activity

SIGs are required to perform the following functions in order to stay active. Any SIG that fails to perform the following is subject to disbanding by NSCA's Headquarters staff:

- Hold at least one annual meeting either at a) one of NSCA's national conferences or b) through an online meeting coordinated by NSCA's Headquarters. To arrange either a meeting at a national conference or an online meeting, please contact NSCA's Volunteer Coordinator at [volunteer@nsca.com](mailto:volunteer@nsca.com). Please allow 90 days prior to the event for proper scheduling and promotion.
- Lead and participate in NSCA's online groups; guidelines for the establishment, promotion and maintenance of these online groups is located in the Appendix.
- Submit an annual report to NSCA's Volunteer Coordinator by May 1 each year. The SIG report template is located in the Appendix.

### SIG Support

NSCA's Headquarters supports SIGs in several ways as noted below:

- Managing the SIG formation process.
- Collecting SIG interests from NSCA members for the purpose of growing SIG participation.
- Consulting SIG leadership to leverage expertise and advice.
- Facilitating the development and use of online platforms for SIGs to engage in conversation, share information and build community.



- Coordinating SIG meeting logistics. For contact information, please visit [NSCA.com/SIG](https://NSCA.com/SIG).

### Disbanding a SIG

A SIG may be disbanded if any of the following occur:

- Activity that falls outside the parameters set for NSCA SIGs.
- Failure to submit an annual report to the NSCA Volunteer Coordinator.
- Failure to hold a SIG meeting (either at an NSCA national conference or online meeting) annually.
- SIG Executive Council falls below three (3) members.

Disbanding a SIG is determined and handled by the NSCA Headquarters staff, and NSCA reserves the right to hold an open election to rebuild a SIG Executive Council.

## Terms of Service for NSCA Committee Members and SIG Executive Council Members

NSCA committee and SIG Executive Council members each serve a three-year term with the possibility of appointment to a second term for a total of six years maximum service (not counting a partial term due to filling a vacancy created by a termination or resignation). In addition, members may serve on up to two volunteer leadership positions at one time (excluding appointed positions). Service of less than three years is considered a partial term.

## Committee and SIG Participation, Resignation, Termination and Grievance Resolution

### Participation

Throughout your term(s) of service, committee and SIG Executive Council members are expected to comply with all code of ethics, code of conduct and conflict of interest expectations described in this document and are accountable to their Committee Chairs/staff liaisons for completion of expectations to fulfill stated goals and objectives. NSCA volunteers will also not forward or distribute requests from outside parties for surveys, promotion of products or services, assistance with research projects, etc. to NSCA members.

### Resignation

We understand that professional or personal circumstances may change over the course of a committee or SIG Executive Council member's term of service that may necessitate that person's resignation of their duties. The following procedures must take place to complete a resignation:

1. The committee member must inform the Committee Chair, Board Liaison and Staff Liaison (SIG Executive Council Chair and NSCA staff liaison in the case of a SIG Executive Council) in writing of their decision to resign their position. If the resigning committee member is the Committee Chair or the SIG Executive Council Chair, the Chair must inform the Board Liaison and/or Staff Liaison of their decision.

2. The Committee/SIG Executive Council Chair will hold a special meeting/call with the remaining committee/Executive Council members to select a replacement member to finish the resigning member's remaining term. The selection of the replacement member must come from applicants from the previous application period, and the selection must take place within thirty (30) days of receipt of resignation notification. In the case of SIG Executive Council members, the decision process is complete.
3. For committees, the replacement committee member's name along with the name of the resigned committee member will be sent from the Committee Chair to the Board Liaison, Staff Liaison and Volunteer Coordinator. The Volunteer Coordinator will update NSCA's records accordingly.

Should a committee or SIG Executive Council member fail to meet the expectations as outlined in the job description and/or communicated to them, the Chair may initiate the termination process.

1. The Chair communicates in writing to the committee member the decision to terminate their term of service along with the reason(s) for termination. The Chair will then inform the Board Liaison and/or Staff liaison of the termination decision.
2. The Chair will hold a special meeting/call with the remaining committee/Executive Council members to select a replacement member to finish the terminated member's remaining term. The selection of the replacement member must come from applicants from the previous application period, and the selection must take place within thirty (30) days of receipt of termination notification.
3. The replacement member's name along with the name of the terminated member will be sent from the Committee Chair to the Board Liaison (if applicable), Staff Liaison and Volunteer Coordinator. The Volunteer Coordinator will update NSCA's records accordingly.

## Committee/SIG Executive Council Member Grievance Procedure

We recognize that conflict and disagreement may occur within NSCA committees and SIGs. The procedures below are intended to facilitate resolution to grievances when they arise; please follow them in this order:

1. First, address your concerns to your Committee/SIG Chair. Please refer to specific sections of the Employee Handbook when referencing potential issues around scope of volunteer duties, conflict of interest or ethical violations. If your grievance is with your Committee/SIG Chair or Staff Liaison, please proceed to Step 2.
2. If the grievance cannot be resolved with your Committee/SIG Chair, or if the issue is with the Chair or Staff Liaison, please contact NSCA's Membership Director. As with Step 1, be prepared to refer to specific instances and have appropriate documentation. The Membership Director and Staff Liaison will likely set up a conference call to discuss the issue.
3. If the grievance cannot be resolved with the Membership Director, or if the issue is with the Membership Director, please contact NSCA's Executive Assistant to establish a phone meeting with NSCA's Executive Director. The Executive Director will review the issue, make a decision and the decision made will be final and binding.

## NSCA's Code of Ethics, Code of Conduct, and Conflict of Interest Guidelines

As an NSCA Volunteer, you must ensure your activity during your volunteer service falls within the guidelines of NSCA's Code of Ethics, Code of Conduct and Conflict of Interest statements. Specifics on these guidelines can be found in the Appendix as well as the procedures for reporting ethical violations.

### Appendix

Volunteer Acknowledgment Form

Annual Report Template for Committees

Annual Report Template for SIGs

SIG Application

Guidelines for Hosting Online Groups

Exceptions for Committees

- Certification Committee
- Finance/Budget Committee
- Nominations Committee
- Research Committee

NSCA Bylaws

National Strength and Conditioning Association CODES, POLICIES, and PROCEDURES

Professional Code of Ethics

Volunteer Leader Code of Conduct

Disciplinary Procedures

Conflict of Interest Policy

## Volunteer Acknowledgment Form

The NSCA Volunteer Handbook and Reference Manual is an important document intended to help you become acquainted with the National Strength and Conditioning Association's volunteer policies and procedures. This Handbook serves as a guide to your service to the NSCA.

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 and your agreement with the following statements:

- I have received and read the National Strength and Conditioning Association Volunteer Handbook and Reference Manual.
- I accept and agree to abide by the policies and procedures contained in the National Strength and Conditioning Association Volunteer Handbook and Reference Manual.
- I understand and acknowledge that the policies and procedures described in the National Strength and Conditioning Association Volunteer Handbook and Reference Manual are subject to change at the sole discretion of the National Strength and Conditioning Association.
- I understand and acknowledge that my volunteer service may be terminated, for any reason, either by myself or the National Strength and Conditioning Association.

Volunteer      Date

Staff Liaison      Date

## Annual Report Template for Committees

**Annual Report for April 1, 20\_\_ through March 31, 20\_\_**

**Committee Name:**

**Chair:**

**Term Dates for Chair:**

**Board Liaison:**

**Staff Liaison:**

**Executive Council Members:**

**Purpose Statement:**

**Please provide an overview of committee activities and contributions to the NSCA.**

Click here to enter text.

**Please provide an annual plan of activities/objectives for the coming year.**

Click here to enter text.

**Please identify opportunities for increasing membership for the upcoming year.**

Click here to enter text.

**Please list all informal and formal Committee meetings held this year, including conference calls.**

Click here to enter text.

NSCA Special Interest Group (SIG) Annual Report  
Annual Report for April 1, 20\_\_ through March 31, 20\_\_

**SIG Name:**

**Chair:**

**Term Dates for Chair:**

**Phone:**            **Email:**

**Board Liaison:**

**Staff Liaison:**

**Executive Council Members:**

**SIG Purpose Statement:**

**Current SIG Membership Numbers:**

**Number of eNewsletters produced this year:** [Click here to enter text.](#)

**Please provide an overview of SIG activities and contributions to the NSCA.**

[Click here to enter text.](#)

**Please provide an annual plan of activities/objectives for the coming year.**

[Click here to enter text.](#)

**Please identify opportunities for increasing membership for the upcoming year.**

[Click here to enter text.](#)

**Please list all informal and formal SIG meetings held this year, including conference calls.**

[Click here to enter text.](#)

**Please list the contributions made to your SIG webpage and/or social media this year.**

[Click here to enter text.](#)

**Please provide a plan for SIG webpage and/or social media in the coming year.**

[Click here to enter text.](#)

## Application for NSCA Special Interest Groups (SIG)

Thank you for your interest in forming an NSCA SIG. Please submit a document with the completed application in word document format to [volunteer@nsca.com](mailto:volunteer@nsca.com). Allow 4 – 6 weeks for full review by the NSCA Headquarters Staff and Membership Committee.

A minimum of three founding members is required. Incomplete applications will not be considered. It is understood that by completing this application your group has read the NSCA Volunteer Handbook and Reference Manual.

Application to Establish the NSCA \_\_\_\_\_ SIG

For each Founding Member (3 minimum required) Provide the Following:

- ✓ Name
- ✓ Title (i.e. Chair, Secretary, Forum Moderator)
- ✓ Complete Address
- ✓ Phone
- ✓ Email
- ✓ Qualifications – Include information that will help support your qualifications for founding this SIG.
- ✓ Degrees
- ✓ Certifications and Licenses - Include information on those other than NSCA.
- ✓ Work Experience – Include both paid and non-paid in support of this SIG application.
- ✓ Affiliations – Include organizations and societies other than the NSCA.
- ✓ Community Outreach – Include past committee and group activity, public speaking, presentations, published articles, seminars, workshops, and clinics for both NSCA and Non-NSCA.
- ✓ Curriculum vita or resume (separate from the information required above) Provide a Definitive Statement for the Following Areas

Proposed NSCA \_\_\_\_\_ SIG Purpose Statement

- ✓ The group's purpose statement must be clear, focused, and complement the definition for a NSCA SIG and the NSCA Mission Statement.
- ✓ Include goals, objectives, and a short term plan that will meet this Purpose Statement.
- ✓ Describe how the proposed SIG is unique and necessary.
- ✓ Describe how this SIG will meet the needs of the NSCA membership and enhance the NSCA Mission.

Provide an overview of reason for forming this SIG.

Include the Following

- ✓ A list of interested current NSCA members and their email addresses (this can be provided as a separate spreadsheet).
- ✓ All supporting statements and other documentation in support of the application.



## Guidelines and General Best Practices

One of the NSCA's strategic goals is to be seen as a leader in the strength and conditioning industry and the public. We see these Facebook group pages helping us to achieve our goal. Since the NSCA's name is associated with the Facebook group page we want to ensure these group pages reflect the NSCA's values and high level of standards. The group page is meant to be a place to network, ask questions, share content, ideas and your insights/experience where the members or the group are active participants in this open forum.

To help define when the NSCA should engage and where it's appropriate for the employee to weigh in, the following Guidelines and General Best Practices should be your guide. If anything is unclear, defer any questions to the Marketing Communications Manager who administers the social media pages or Marketing Director for clarification before posting. Understand all social media engagement is supervised by the Marketing Communications Manager.

### Facebook Group Page Guidelines

**1. Be Yourself.** You are engaging as a person who is affiliated with the NSCA and representing the NSCA as the moderator of this page. In that respect, you should speak with authority from your professional experiences. You are not speaking on behalf of the intentions, policies, stances, operations, official recommendations/opinions, or strategies driven by the organization. Those types of communication are to be handled by the NSCA as the company. If clarification is needed, please direct inquiries to the Marketing Communications Manager who administers the social media accounts or the Marketing Director.

**2. Let the Discussion Happen.** Social media, and this Facebook page in particular, is a forum for members/the public/certified professionals to communicate with each other. You do not need to weigh in on every question that can be answered organically through discussion, but...

**3. Every Question Deserves a Response.** If within a day no one from the group has answered a question, provide a response, even if it is simply "That's a good question, I'll look into it" and then reach out to the appropriate NSCA employee to get the answer.

**4. Create Meaningful Engagement.** Stay on topic. Be respectful. Promote healthy discussion. Speak on your individual expertise. Avoid offensive language, dismissing other's opinions, or appearing "spammy" with unrelated posts.

**5. Remain Diplomatic.** Should the subject of another organization or company enter conversation, you must be factual and objective. Never disparage another organization.

**6. Stay Out of a Crisis.** Never participate in social media when the topic that is being discussed may be considered a crisis situation. Never comment on anything surrounding litigation. Often, the Marketing Communications Manager who administers the pages will be aware, but if there is a question, please escalate crisis communication first to the Marketing Communications Manager, next Marketing Director, and finally to the Executive Director for counsel.

**7. Nothing is Gone Forever.** Be smart about protecting yourself, your privacy and the NSCA's confidentiality. Google has a long memory and even if a post is edited or deleted, it has already been published in the world and can come back to haunt you/the Association.

**8. Redirect for Media Relations.** Any inquiries by mainstream or trade media entities, editors, journalists, etc. are to be directed to the Media Relations Manager ([michael.hobson@nsca.com](mailto:michael.hobson@nsca.com)).

**9. Create a Calendar.** Organization and habits are social media's best friend. Putting out more than two Facebook posts a day is sometimes too much. With an average lifespan of 4-5 hours, posts do better when they have time to "marinate" on the page. If one post after another comes up, people don't notice the earlier posts. As the group moderator, the group should be posting content at least **3 times/wk.**

**10. Post Relevant Information.** Post information relevant for the needs of your audience, but as this group is representative of the NSCA, keep memes, BuzzFeed articles, and other similar content to a minimum. At least 1/3 of content being posted by moderators should be linking back to NSCA.com – whether that is directly sharing our NSCA Facebook post or you get creative with the post.

**11. Be a Resource.** People come to social pages looking for answers in the content or by asking questions. If questions are asked, be able to provide a timely response. This may include answering them yourself, or getting the answers from the respective NSCA department.

**12. Call them to Action (CTA).** Always have a CTA when posting links about upcoming events or looking for an opinion. Tell them to "Register now" or "Read more" or "Find more information here" or "Tell us your thoughts". It drives them to where the magic happens and where they're more likely to generate revenue.

**13. Shorten your Links.** Using a link that is 3000 characters long is visually unappealing and gives an impression that we lack interest and operation awareness. Shortened links through sites like TinyURL or Bitly track click-throughs as well – an added bonus!

**14. Create a Conversation.** Social media is not all about pushing content out, it's about asking questions and creating a conversation with followers. Ask them to participate in polls, to upload photos, to share posts, etc. The organization has important information, but so do the people that make the organization.

**15. Experiment.** NSCA's page(s) are relatively new and growing. The best way to figure out what NSCA members want and how they are best spoken to is a process. Some things will work and some things won't. Don't be afraid to test the waters.

**16. Controversy is not Negative.** Controversial content can create great conversations, but we do ask that you avoid posting content for the sake of controversy. From an organizational standpoint, controversial items may seem negative, but anything that gets the community talking and voicing their opinions is something to strive for. There will always be naysayers, but there will also always be "evangelists" and people who stand up for the NSCA. There must be a level of trust put into the community's members.

## General Best Practices

**1. Be Brief.** When post copy gets too long, people move on. We live in a 140 character world now, so people who are scrolling through Facebook or Twitter on mobile devices will notice something short and eye catching. Oftentimes the most important elements (the CTA and link) are at the end of copy, and when it is too long it gets cut off in mobile devices under the “read more” button. There’s no time to click “read more.”

**2. Be Memorable.** Try to spice up content as much as possible. As mentioned before, people scroll through quickly, so to grab their attention you must use media content (pictures, videos, etc.) and have copy that makes them stop. Giving that extra dose of awesome will encourage viewers to share our content also, which generates huge buzz and the spreading of the NSCA.

**3. Be a Human.** Social media, albeit important, is a very casual outreach platform so let some of your personality come through. Let the community believe that there is a person behind the computer screen, rather than an automated robot.

**4. Post frequently.** Ideal amount to post: 3-5x per week; people typically check Facebook on lunch breaks and after dinner (late afternoon when people are getting off work is also high traffic time)

**5. Be Visual.** Posts with photos generate more engagement

- To post a photo with a link, copy and paste the link into the post, allow it to generate a box with a small photo and the link, and click “upload image” to upload the image you would like to use. Resize these images (See Below) before uploading.
- Do not simply pull images from Google; you will likely be infringing on image rights.

**6. Schedule posts.** Create your post, click small clock icon, select date and time for post to appear.

**7. Use hashtags.** Capitalize on popular hashtags such as #FitnessFriday, #tbt, #MotivationMonday but not with every post and no more than 1-2 at a time.

**8. Ask Questions.** Questions and opinion posts generate a lot of engagement.

What do you think of this, what’s your favorite way to..., etc.

Post a journal article or a workout article that’s not necessarily directly related to you and ask your audience’s opinion.

### Image Sizes

Facebook Link Image: 1230X627px

Facebook Large Image: 1200x630px

### Contact Info

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## Exceptions for Committees

### NSCA Certification Committee Governance

This document, approved by motion of the NSCA Board of Directors (Board) on July 9, 2014, establishes the NSCA Certification Committee (Committee) as a standing committee for the purpose of developing and administering NSCA Certification Programs (Programs) in accordance with accreditation standards and industry best practices. This document, approved by motions of the Board, was updated on September 23, 2017.

#### Authority

The Board delegates sole authority to the Committee to make essential certification decisions regarding current Programs. The Committee shall function autonomously with regard to any and all undue influences in the fulfillment of its responsibilities, and shall at all times act in the best interests of certificants, consumers of services provided by certificants, and the general public. The Committee shall remain accountable to the Board for the fulfillment of its responsibilities, and the Board shall be obligated to revoke this delegation of authority if the Committee shall act or demonstrate the intent to act in a manner that jeopardizes the mission or integrity of the NSCA or its Programs.

#### General Guidelines

In addition to the specific requirements for the establishment of the Committee as set forth in this document, the Committee shall function, and its members act, in accordance with all relevant policies and guidelines established by the NSCA and the Board, e.g., *Guidelines for NSCA Committees, Volunteer Handbook*. In instances where this document shall conflict with other guidelines and policies, this document shall control.

#### Responsibilities

The Committee shall:

1. review, develop, establish, and enforce certification policies, including, but not limited to, eligibility, administration, recertification, and discipline;
2. establish competency standards for Programs;
3. oversee the development of certification exams in collaboration with NSCA staff, Subject Matter Experts (SMEs), and contracted third-parties, as appropriate;
4. establish and govern sub-committees as needed in the fulfillment of these responsibilities.

#### Composition

The Committee shall be composed of the following members, each with voting privileges:

- A public member
- One appropriately credentialed member per NSCA Certification, currently:
  - CSCS
  - NSCA-CPT
  - TSAC-F
  - CSPS
- An international certificant (Primary residence and work location outside of the US)

- One NSCA Certified Professional
- The Board President, or other Board liaison as the Board President's designee (non-voting)

### Qualifications

The Committee Chair and Certification Director, with input from the Committee and NSCA staff shall establish additional qualifications for appointment to the Committee (e.g., education, industry expertise) as appropriate. Membership in a specific organization (e.g., NSCA) shall not be a qualification for appointment to the Committee.

### Participation

Certification Committee members are appointed to three-year terms by the Board, and may serve a maximum of two terms. Candidates for appointment to the Committee will be solicited by the Committee Chair and Certification Director through an established application process. The Committee Chair and Certification Director will review the applications and recommend candidates to the Board for appointment.

Committee members should make every effort to prepare for, attend, and be an active participant in all meetings. Committee Members should expect to dedicate approximately 40 hours per year to Committee work. The Committee Chair should expect to dedicate approximately 80 hours per year to Committee work. Committee members serve as un-paid volunteers. Expenses incurred by Committee members in the fulfillment of their Committee responsibilities will be reimbursed according to NSCA's reimbursement policies.

### Leadership

A Committee Chair, Vice Chair, and Secretary shall be appointed annually from among Committee members by majority vote of the Committee. Only Committee members with an active NSCA certification are eligible to hold Committee leadership positions. The Chair shall preside at Committee meetings. The Vice Chair shall preside in the absence of the Chair. The Secretary will be responsible for ensuring accurate meeting minutes.

### Meetings

The Committee shall meet, at minimum, annually in person to conduct business. Other meetings, including conference calls and web conferences will be conducted on an as-needed basis at the request of the Committee Chair and Certification Director. The annual meeting and other meetings shall be at a time and location agreed upon by the Committee and NSCA staff. Appropriate notice of at least seven days will be given prior to any Committee meeting. A majority of the Committee shall constitute a quorum. The Committee shall keep minutes from all meetings. Minutes shall be provided to the Board at its annual meeting.

Approved: July 9, 2014

Revised: September 23, 2017

New Review: July 2018

### Finance/Budget Committee

The Board of Directors Secretary/Treasurer is the chair of the Finance/Budget Committee. The Board elects the Secretary/ Treasurer annually.

### Nominations Committee

Per the NSCA Bylaws, the Nominations Committee functions independently of the Board of Directors. The Chair of the Nominations Committee is a member of, and elected by, the Nominations Committee, and members of the Nominations Committee are elected by the membership of the NSCA. Click [here](#) to link to the online application.

### Research Committee

#### Application Checklist

Per the NSCA Research Committee Policies and Procedures manual, applicants for a position on the Committee should meet the following qualifications at a minimum:

- a. Must be a current member of the NSCA and hold a Master's degree at a minimum.
  - a. Must have attended at least one Research Consortium meeting from the past three years immediately preceding application to the RC membership.
  - b. Must have an established research background:
    - i. Publications, funded grants, and/or presentations at NSCA annual meetings.
    - ii. Past association work is encouraged but not required.
  - c. Must have an established research review background:
    - i. Record of reviewing original research manuscripts,
    - ii. Record of reviewing NSCA conference abstracts,
    - iii. Demonstrated editorial efforts with the Journal of Strength and Conditioning Research, and / or
    - iv. Record of reviewing NSCA Foundation or other funding agency grant proposals.
  - d. In order to be eligible for committee membership, each candidate must acknowledge that they have received a written or electronic copy of the current volunteer guidelines governing the Research Committee.

#### NSCA Research and Education Committee Policies and Procedures

Developed and Approved by the NSCA Research and Education Committee

July, 2017

#### MISSION STATEMENT

*To promote and disseminate research and education within the National Strength and Conditioning Association (NSCA) and to enhance the awareness of its members to the importance of investigating*

*and learning the physical, behavioral, cellular, and metabolic adaptations induced by exercise training and conditioning so that they may bridge the gap between science and application.*

## I. Goals and Objectives

- A. The goals of the Research Committee (RC) shall be to:
  - a. Disseminate scientific information to both the NSCA membership and the lay public, and to continuously strive to develop new means of providing that information.
  - b. Promote an increased awareness of and participation by the NSCA membership in the research process so that they have a better understanding of:
    - *Why it is important to examine how strength and conditioning influences the interaction between form and function; and*
    - *How that information benefits athletic performance, health and clinical applications.*
  - c. Provide the general public with current and valid information concerning the performance and health benefits of strength training and conditioning.
  - d. Support the NSCA by reviewing research based content as needed.
  - e. Carry out directives and/or charges given to it by the NSCA Board of Directors (BOD).
- B. The objectives of the RC shall be realized through its support of:
  - a. Annual scientific sessions.
  - b. Review of NSCA and NSCA corporate-sponsored research grants.
  - c. Annual consortium meetings for the exchange of ideas.
  - d. Science award nominations.
  - e. Review of current and writing of new position papers, developing PS with other organizations, and endorsing other organizations PS and other official documents.

## II. Research Committee

- C. Description:
  - a. The research component of the NSCA shall consist of the RC and Research Consortium with the former normally operating as a committee of the whole.
- D. Research Committee Structure:
  - a. The RC is comprised of seven duly elected members from the NSCA Research Consortium, including the Chair and Chair-Elect (when appropriate), and one non-voting BOD appointments (liaisons). They shall carry out the duties outlined below and are governed by an executive council.
    - i. Elected members
    - ii. RC members shall serve a three-year term. Terms shall be staggered on a three-year rotation so that one or more positions will be filled each year in order to maintain its membership at seven. Voting committee members can serve a maximum of two terms and may serve consecutive terms. Members can only serve two full terms in their lifetime.
    - iii. Shall be nominated via electronic nomination submission in advance of the annual meeting. Nominees must be present at the annual meeting to be elected.
    - iv. RC members shall be elected by a simple plurality vote of those attending the Research Consortium meeting at the annual NSCA National Conference.

- E. RC qualifications:
  - a. Must be a current member of the NSCA and hold a Master's degree at a minimum.
  - e. Must have attended at least one Research Consortium meeting from the past three years immediately preceding application to the RC membership.
  - f. Must have an established research background:
    - i. Publications, funded grants, and/or presentations at NSCA annual meetings.
    - ii. Past association work is encouraged but not required.
  - g. Must have an established research review background:
    - i. Record of reviewing original research manuscripts,
    - ii. Record of reviewing NSCA conference abstracts,
    - iii. Demonstrated editorial efforts with the Journal of Strength and Conditioning Research, and / or
    - iv. Record of reviewing NSCA Foundation or other funding agency grant proposals.
  - h. In order to be eligible for committee membership, each candidate must acknowledge that they have received a written or electronic copy of the current volunteer guidelines governing the Research Committee.
- F. Non-voting appointments:
  - a. NSCA Board of Directors (BOD) liaison
    - i. Appointed by the BOD President.
    - ii. Represents the BOD and acts as its advocate.
  - b. NSCA National Office liaison
    - i. Appointed by the National Office.
    - ii. Represents the National Office and acts as its advocate.
- G. Executive Council:
  - a. Comprised of a Chair, Secretary, and Chair-Elect when one has been elected.
  - b. Chair duties and election:
    - i. The RC Chair may serve one three-year term (preceded by up to one year as Chair-Elect) with the only stipulation being that he/she has completed one full year as a member of the RC.
    - ii. Chair duties shall include the following:
      - 1. Preside as a voting participant at all meetings of the Research Committee and the Consortium.
      - 2. Formalize the agenda for all meetings after receiving input from the RC and/or BOD.
      - 3. Serve as the official spokesperson of the RC.
      - 4. Responsible for submitting BOD reports.
    - iii. Chair election:
      - 1. The Chair position shall be filled by the Chair-Elect at the end of his/her term.
      - 2. The Chair Elect is elected as described under section II.E.d.i
  - c. Secretary duties and election:
    - i. Secretary duties shall include the following:
      - 1. Responsible for taking minutes of all meetings.
      - 2. Responsible for maintaining a written record of all meetings.
      - 3. Responsible for maintaining roster of RC members.
      - 4. Any other duties as the Chair may direct from time to time.
    - ii. Secretary election:
      - 1. To be nominated by the RC members at the annual meeting.



2. To be elected by a simple majority of the RC members at the annual meeting for a three-year term.
- d. Chair-Elect:
  - i. Selection:
    1. To be nominated by the RC members at the annual meeting.
    2. To be elected via secret ballot (if more than one person accepts the nomination) by a simple majority of the current RC members at the annual meeting.
  - ii. Eligibility:
    1. Must be a current RC member, be present at the Research Consortium meeting, and have completed at least one full year on the Committee.
    2. Must be approved by the NSCA Board of Directors prior to the individual taking office.
  - iii. Chair-Elect duties shall include the following:
    1. Monitor the duties of the Chair during the last year of duty.
    2. Establish an "action item" calendar for the summer meeting. This will consist of all of the deadlines for abstract submissions and research grants, and the evaluation and notification dates associated with them.
- H. At-Large committee members (including the Chair, Chair-Elect when appropriate, and Secretary) duties shall include the following:
  - a. Provide support to members of the RC and Consortium.
  - b. Carry out other duties delegated by the Chair.
  - c. Vote on committee issues presented by the RC Chair and/or BOD.
  - d. Be active participants in all RC duties, as detailed in this document.
- I. Research Committee member removal Policy:
  - a. Executive Council officers or any At-large members of the RC may be removed from office for cause, including but not limited to failure to perform duties (See section C, item 1) by a two-thirds vote of the RC or by BOD action.
- J. Research Committee member replacement Policy:
  - a. Executive Council officers:
    - i. In the event that the Chair is removed or steps down during the year that a Chair-Elect is in place the Chair-Elect will assume the duties of the Chair and conduct an election for a new Chair-Elect.
    - ii. In the event that the Chair is removed or steps down prior to the election of a Chair-Elect, the BOD President will recommend a new Chair from the current membership of the RC for the BOD to approve.
    - iii. In the event that the Secretary is removed or steps down prior to the end of the three-year term, the RC Chair will conduct an election to select a new Secretary to complete the unexpired term for that position.
  - b. At-Large Members:
    - i. In the event that an at-large member is removed or steps down, the Chair will inform the NSCA Research Consortium members and conduct an election at the annual meeting to complete the unexpired term for that position.
- K. Standing Subcommittees:
  - a. NSCA RC Standing Subcommittees shall include:
    - i. Scientific Programs Subcommittee

- ii. Awards Subcommittee
  - iii. Scientific Content Subcommittee
- b. Standing Subcommittee Functions:
  - i. Scientific Programs Subcommittee:
    1. Solicit scientific speaker nominations by October 15 of the year that precedes the annual meeting, to provide to the Conference Committee.
    2. **To work with the NSCA National Office in coordinating the scientific programs of the annual meetings, which include:**
      - a. The oral/slide free communications abstract presentations at the NSCA National Conference.
      - b. The poster free communications abstract presentations at the NSCA National Conference.
      - c. The scientific sessions at the NSCA National Conference.
    3. To help the NSCA National Office establish deadlines for abstract submission and review completion.
    4. To coordinate the abstract review process by securing adequate reviewers and establishing guidelines for the review and deadlines for completion of the review.
    5. To secure session moderators, set up the oral presentation format, and establish moderator schedule for the scientific sessions.
    6. To establish judges for both the oral and poster presentation student awards:
      - a. The Scientific Programs Subcommittee is responsible for finding the judges, scoring presentations, and notification of winners for both the oral and poster presentation awards.
  - ii. Awards Subcommittee:
    1. Following a general membership call for nominees, the awards committee will govern the selection of the following awards:
      - a. William J. Kraemer Outstanding Sport Scientist Award
      - b. Terry J. Housh Young Investigator of the Year Award
      - c. GNC Nutritional Research Achievement Award
    2. Scoresheets from accepting nominees will be provided to the Awards Subcommittee, to be organized identifying the top 2-3 ranked nominees in each category.
    3. Produce the nomination list of the top candidates to the remainder of the RC and past winners of the award to vote on.
    4. Submit voted award winners to BOD.
    5. Any RC member that is nominated for an award is eligible, but must recuse themselves from all voting and correspondence once their nomination is known.
  - iii. Scientific Content Subcommittee
    1. Provides leadership, oversight, and follow-up for position statements (PS) including development of new PS (see Appendix I), updating existing PS (see Appendix II), developing joint PS with other organizations (see Appendix III), and endorsing other organizations PS and other official documents (see Appendix IV).

- a. Following approval from BOD, will work with CSO to identify and approve subject matter experts.
    - b. Work with CSO to invite authors and subject matters experts to craft position statement.
  - 2. Develops position statement topics for BOD approval.
    - c. Standing Subcommittee Chair Election:
      - i. Must be a member of the NSCA RC.
      - ii. Nominated and elected by a simple majority of the NSCA RC at the annual meeting.
    - d. Standing Subcommittee Chair Duties:
      - iii. Ensure that the subcommittee performs the task(s) assigned to them.
      - iv. Provide a written report to the NSCA RC Chair on or before the National Conference.
      - v. Give an oral report at the annual meeting.
  - L. Ad Hoc Committees:
    - a. Ad Hoc Committee function:
      - i. To deal with issues related to the NSCA or its goals as they arise.
      - ii. To serve in an advisory role for the NSCA RC.
  - M. Research Committee Duties:
    - a. RC membership commences immediately following the research consortium meeting in which new members are elected.
    - b. To attend all meetings of the RC. In the event a member cannot attend, due to conflict or prior commitment, it is their responsibility to provide an attending member with their proxy vote for all issues. The Chair or Secretary must be informed by the absent at-large committee member of the proxy situation prior to the RC meeting at which it is to be in effect.
    - c. The RC members, all of whom have voting privileges, shall maintain and revise the policies and procedures by which the RC shall operate in accordance with the Bylaws of the NSCA. All revised policies and procedures must be approved by the BOD.
    - d. The RC shall regularly evaluate the purpose, goals and objectives of the RC and suggest revisions to its members.
    - e. Notice of the annual meeting and all special meetings of the RC shall be given prior to the meeting date.
    - f. A majority of the RC members (4) shall constitute a quorum for the transactions of business at any meeting of the RC.
    - g. Voting on some issues may take place via e-mail unless three (3) at-large members object, which will result in the issue being tabled until the next meeting at the annual conference, or if sufficient objections are removed so that no more than two (2) exist.
  - N. RC Member Eligibilities:
    - a. Scientific Programs:
      - i. Free communications abstract presentations (i.e., oral/slide and poster) submitted for presentation at the National Conference are reviewed by experts external to the RC. Therefore, all members of the RC are eligible to submit and present free communications at the National Conference.
      - ii. Research sessions are recommended by the RC and approved by the NSCA National Office. Research Committee members are eligible to present a research session lecture, given that the other members of the RC approve for recommendation by a majority vote.

b. Awards:

- i. Research-based awards governed by the Awards Subcommittee of the NSCA Research Committee govern the selection of the following awards, based on the 3-4 nominees (for each award) that will be forwarded to the Awards Subcommittee from Headquarters. Headquarters will be responsible for the initial assessment of the Award Criteria Sheet and include the following awards:
  1. William J. Kraemer Outstanding Sport Scientist Award
  2. Terry J. Housh Young Investigator of the Year Award
  3. GNC Nutritional Research Achievement Award
- ii. For the William J. Kraemer Outstanding Sport Scientist Award, Terry J. Housh Young Investigator of the Year Award, and the GNC Nutritional Research Award, all recipients are nominated by the NSCA membership through the online nomination system and/or by the Awards Subcommittee of the Research Committee. All nominees then are asked by the NSCA staff to submit relevant materials and all recipients are decided by a standardized scoring system. The top 3-4 nominees, based on the Awards Criteria Scoresheet will be forwarded to the Awards Subcommittee chair.
- iii. The Awards Subcommittee will organize and verify the top candidates meet the criteria (two separate reviews of each candidate).
- iv. The Chair of the Subcommittee will then produce a summary of each candidate that will include a brief description of the accomplishments of each candidate in the areas listed in the Awards Criteria Sheet (Publications in NSCA & Applied Exercise and Sport Science Publications, Presentations at NSCA and other Conventions, Certification/Education and Research-related service.
- v. The summaries of the nominees will be sent to the entire RC and past award winners for a vote of the top awardee (for each award. If a current member of the RC is nominated for an award, they will be recused from the voting process and all correspondence of that particular award, but are still eligible for nomination and award. If a current member of the RC is also a past winner they shall vote only as an RC member.
- vi. Voting will occur in a weighted manner with 30% contributed by past winners of the award and 70% weight given by RC members. As such, the total weight of the past winners (30%) will be divided by the number of past winners who agree to participate in the voting, and the resulting percent will contribute the weight of each past winners vote. Similarly, the total weight of the RC members (70%) will be divided by the number of Committee members (7), and the resulting percent (10%) will contribute the weight of each Committee member to the voting. The sum of the vote percentages from past winners and Committee members will determine the award winner.
- vii. The chair of the Awards subcommittee will keep record of the entire voting process and will then forward the selected winners for each award to the BOD. If there is a tie, two names for the award will be forwarded to the BOD recommended for dual recipients.

O. Meetings:

- a. Special meetings may be convened at any reasonable time upon the request of the

- Chair of the Research Committee or a majority of the Research Committee members.
- b. The RC shall conduct a combined committee/consortium meeting at the NSCA National Conference.

### III. Research Consortium

#### P. Membership:

- a. Membership in the Research Consortium is provided to current NSCA members who attend the annual Consortium meeting and wish to participate in abstract or grant application review.
- b. Consortium members shall be allowed one vote for each open position in the election of the RC members, or on any other matters in which the sense or opinion of the Consortium membership is sought by the Research Committee and/or BOD.
- c. An annual Consortium meeting shall be held for the purpose of transacting organization business and providing the Consortium with information, education, and the opportunity to interact with each other, in conjunction with the NSCA National Conference.
- d. Written or printed notice stating the place, day and hour of any meeting of the assembly shall be delivered, either personally or by mail or electronic mail or web page post, to each member entitled to vote at such meeting, not less than 30 days before the date of such meeting, by or at the direction of the RC Chair.

#### Q. Assembly of Members:

- a. The rules contained in "Robert's Rules of Order" shall govern all Consortium meetings in all cases to which they are applicable, and where they do not conflict with Research Committee Guidelines.
- b. The RC shall be responsible for setting the agenda of all assembly meetings of the whole.
- c. Meetings shall be conducted using the following agenda:
  - i. Meeting called to order by the Chair.
  - ii. Minutes of previous meeting read by Secretary (approved as read or corrected).
  - iii. Annual reports (written).
- d. Standing Subcommittee reports and general business that will be taken up.
  - i. Special reports.
  - ii. Unfinished business (itemized).
  - iii. New business (itemized limited to five).
  - iv. The program (if there is one).
- e. Adjournment.
- f. All attending members have equal voting privileges as far as it applies to any Consortium business.

### IV. AMENDMENT TO POLICY AND PROCEDURES

These policies and procedures are subject to annual review and must conform to the NSCA bylaws as established by the NSCA BOD.

## APPENDIX I

### NSCA Position Statement Policies and Procedures

Below are the Board of Directors (BOD) approved policies and procedures for the development of new NSCA Position Statements (PS).

Step 1. The NSCA Chief Science Officer (CSO) solicits PS topics from the following participants:

- i. BOD,
- ii. Research Committee members,
- iii. Special Interest Group (SIG) Chairs,
- iv. Journal of Strength & Conditioning (JSCR) Editor-in-Chief
- v. Strength and Conditioning Journal (SCJ) Editor-in-Chief
- vi. NSCA staff audience managers.

Step 2. CSO collates the topics and returns the list of topics to the participants to rank in priority order.

Step 3. CSO reviews the top five (5) priorities to determine the feasibility of each position statement (i.e. does NSCA have a current PS on this topic, is there sufficient research available on this topic, is the topic within the scope of practice of NSCA, etc.).

Step 4. CSO submits the top five (5) ranked PS topics to BOD for consideration and approval for development.

Step 5. If approved, the CSO then completes a preliminary literature review of the PS topics with the goals to:

- a. Identify 7-10 subject matter experts (SME),
  - b. Assist the Research Committee in their considerations of SME to invite to assist in writing the PS,
  - c. Assist the SME in their considerations and accelerate the initial writing process.
- (The CSO and Chair of the Scientific Content Subcommittee will act as liaisons to the Writing Task Force to update the NSCA BOD and the Research Committee respectively, of the progress of each PS. The NSCA CSO will also act as facilitator and project manager working with the authors to establish deadlines, send e-mail reminders, etc.).

Step 6. The CSO will submit the names of the 7-10 SME along with a brief biography of their published literature to the Research Committee for consideration to the Writing Task Force.

Step 6.b. In parallel, the Research Committee will also provide input on potential SME's,

- a. SME will be determined based on the following criteria:
  - i. Number of recent (within last 5-10 years) published original research and review manuscripts,
  - ii. Level / tier of journal in which studies are published (i.e. impact factor),
  - iii. Contributions to NSCA journals (e.g. number of published manuscripts, volunteering as journal manuscript reviewer, journal editorial board member).
  - iv. Other NSCA volunteer contributions (e.g. Committee memberships).

Step 7. The Research Committee will then select the First Author for the Writing Task Force and the CSO will contact the First Author nominee and ask if they agree to be First Author and in doing so assume the responsibilities for leading this effort to completion, as well as the responsibilities of lead and corresponding author for the document.

- a. If they accept the position, the First Author will also provide a list of recommended co-authors for the PS,
- b. The First Author and CSO will work together to establish intermediate deadlines for the completion and submission of the PS. These deadlines should include, but not be limited to:
  - i. writing committee selection,
  - ii. development of detailed content outline (DCO),
    - each line item in DCO must have a milestone deadline for completion
  - iii. identification and utilization of an accepted and standardized evidence analysis process for the literature review process,
  - iv. completion of initial draft of the PS,
  - v. collating and integrating changes/additions/comments into PS (CSO may assist First Author in this process if requested by First Author),
  - vi. review and revisions of the draft by the authors,
  - vii. submission of the final draft to the BOD for review,
  - viii. submission to The Journal of Strength and Conditioning Research for review and publication.
  - ix. In the event an author does not meet a deadline, the CSO will discuss with the author and First Author to assist in remedying the issue(s). In the event the author is still unable to make the agreed deadlines it may be suggested that the author withdraw so the PS may continue to meet the agreed deadlines. This process will be communicated to authors prior to committing to the project.)

(Note: The CSO will send reminder e-mails to all authors prior to all deadlines if requested by the First Author.)

Step 8. The Research Committee will review the list of potential co-authors and approve 4-6 SME (for a total of 5-7 including the First Author) to the Writing Task Force based on the above criteria.

- a. If less than 5 writers are approved by the Research Committee:
  - i. The Research Committee shall provide rationale for why the proposed writers are not approved,
  - ii. Research Committee shall provide alternative names along with biography and list of publications within the topic area,
  - iii. CSO will review the Research Committee's newly proposed writers and similarly provide support or decline proposed writers
  - iv. This process will repeat until at least 5 writers are agreed upon by the Research Committee and NSCA CSO

Note: Appropriately qualified Research Committee Members may participate on the Writing Task Force as an SME. However, suitable Research Committee candidates are excluded from the Research Committee review of the SME candidate list. In the event that the Research Committee Scientific Content Subcommittee Chair is a Task Force candidate, the Research Committee review process will be coordinated by another member of the Scientific Content Subcommittee as appointed by the Research Committee Chair.

- b. The CSO will e-mail the SME to determine their interest and availability to be authors on the PS and agreement to the roles and responsibilities of authorship.
  - i. If less than 5 writers accept, the CSO will submit 5 further names based on the initial literature review to the Research Committee for consideration.

Step 9. Development of draft PS by the authors which is formatted and reflective of the writing guidelines for JSCR.

Step 10. Completed PS, which is agreeable in content and delivery to all members of the Task Force and the NSCA, is submitted to the BOD by the CSO on behalf of the authors for approval.

Step 11. BOD approved PS is submitted to JSCR by CSO on behalf of the authors.



## APPENDIX II

### NSCA Position Statement Policies and Procedures

Below are the Board of Directors (BOD) approved policies and procedures for updating existing NSCA Position Statements (PS).

Review of the existing NSCA position statements is facilitated by the NSCA Chief Science Officer (CSO) and the Research Committee with final approval by the Board of Directors.

#### Procedures

Step 1. The NSCA Chief Science Officer (CSO) will provide the Research Committee (RC) with a list of position statements that were written 3 years or more prior to that years NSCA National Conference and Research Committee meeting.

Step 2. The RC will discuss and determine if the CSO should contact the Chair of the Position Statement (PS) writing group, to ask if the existing literature has sufficiently changed or increased in volume, breadth or depth to warrant an update of the PS.

Step 3.

A. If the RC determines an update is not warranted the CSO will table that PS to be discussed the following year.

Step 3.

B. If the RC determines an update is likely warranted, the CSO will contact the Chair of the writing group of that PS and ask if they agree there is sufficient new peer-reviewed literature available to update the PS.

i. In the event the Chair of the writing group is unable to be contacted, the CSO shall discuss with the RC Chair to determine which other author(s) should then be contacted.

Step 4.

A. If the Chair of the writing group advises there is not sufficient new evidence to support an update of the PS, the CSO will advise the RC. The RC shall then determine if they wish to proceed with an update or table an update discussion for the following year at the National Conference RC meeting.

i. In this event, that no significant change in the consensus of the literature has occurred, consideration should be given by the RC to providing a statement to that effect on the NSCA Position Statement webpage. (I.e. to illustrate NSCA Position Statement is not out of date.)

Step 4.

B. If the Chair of the writing group agrees there is sufficient new evidence to support an update of the PS, the CSO will advise the RC and start the process of a literature search on that topic for the purpose of identifying potential authors. This process shall be the same process as outlined for identifying potential authors for new PS in Appendix I above.

## APPENDIX III

### NSCA Position Statement Policies and Procedures

Below are the Board of Directors (BOD) approved policies and procedures for developing Joint Position Statements (PS) and other official documents with other organizations.

1. All proposals and inquiries regarding joint position papers, endorsement or publishing (e.g. website or journal) of another organization's position paper(s) / recommendations document first should be translated into the NSCA's template for initial review (see below) by the other organizations point of contact for this project, or by the NSCA member proposing the joint PS.
2. The completed template and any other pertinent information should be submitted to the NSCA's Chief Science Officer (CSO). The CSO will review the document to ensure it has been fully completed then forward the request to the NSCA Board of Directors (BOD) executive council for review and the NSCA Executive Director so they are aware of the pending request and review.
- 3.A. If the request is denied the BOD will provide written rationale for the decision to the CSO who will forward the decision and supporting rationale to the other organizations point of contact or NSCA member.
- 3.B. If the request is approved the BOD will assign a Board Liaison who will communicate this decision to the CSO who will advise the other organizations point of contact or NSCA member, the members of the Scientific Content Subcommittee (SCS) of the NSCA Research Committee (RC), as well as the Chair of the RC.
4. 4. The CSO will then start the process of a literature search on that topic for the purpose of identifying potential authors. This process shall be the same process as Steps 1 to 8 detailed in Appendix I above. This process will include appropriate input from the Board Liaison. The total and number of NSCA authors shall be determined in discussion with the CSO and liaison for the other organization(s).
- 5.A. Once the proposed authors have been approved by the Research Committee and they have agreed to participate, the names and contact details will be forwarded to the liaison from the coordinating organization for their consideration.
- 5.B. In parallel, the CSO will request the names of the collaborating organization(s) proposed authors for review by the SCS.
6. After review of the other proposed authors, the SCS will provide the CSO with approval and/or change requests and rationale to be forwarded to the liaison from the coordinating organization for finalization.
7. Upon completion of the draft PS which is agreeable in content, delivery, and conclusions to all members of the writing group, the document will be submitted to the BOD by the CSO on behalf of the authors for review and approval.
8. The CSO will provide any feedback and changes from the BOD to the authors.

9. Any changes by the other organization(s) will be collated and addressed by the authors. A final draft of the document will be forwarded to the CSO and subsequently to the BOD for review and approval.

10. Steps 8 and 9 described above will be repeated until the BOD is satisfied and approves the documents content, delivery and conclusions.

11. The final version of the document will be submitted to the NSCA journal by the CSO in coordination with submission to the corresponding organizations journal so publication in both journals is simultaneous.

12. Proofs from the journal will be forwarded to the reviewers for final review and any changes communicated to the journal editorial staff.

13. Publication information will be communicated to the authors, BOD, Executive Director and RC as soon as is known.

**Template for initial review of request to develop a joint position statement with an outside organization.**

(To be completed by the outside organizations point of content or proposing National Strength and Conditioning Association member.)

Date Submitted: \_\_\_\_\_

Deadline for Completion (if known): \_\_\_\_\_

1. Name of Outside Organization and website: \_\_\_\_\_

\_\_\_\_\_

**2. Organizational information**

a. Year established – \_\_\_\_\_

b. Mission Statement – \_\_\_\_\_

c. Vision Statement – \_\_\_\_\_

d. Governance structure – \_\_\_\_\_

e. Membership and / or Certificant numbers - \_\_\_\_\_

**3. Contact person(s) at outside organization or NSCA Member:**

a. Name - \_\_\_\_\_

b. Title / Organizational Role - \_\_\_\_\_

- c. E-mail - \_\_\_\_\_
- d. Address - \_\_\_\_\_
- e. Phone - \_\_\_\_\_
- f. Fax - \_\_\_\_\_

4. Explain in detail the benefits of the NSCA's authorship:

- a. To the NSCA - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. To the external organization - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. How does this opportunity align with and advance the NSCA's
  - i. Strategic Plan - \_\_\_\_\_  
\_\_\_\_\_
  - ii. Mission - \_\_\_\_\_  
\_\_\_\_\_
  - iii. Vision - \_\_\_\_\_  
\_\_\_\_\_
  - iv. Benefit the NSCA's members (identify which member group(s) and how many members would be directly affected)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Provide specific details of how this document will be promoted by the NSCA and the external organization after it has been completed (e.g. provide webpage URL at NSCA and external organization, journal name, how press releases will be coordinated between organizations, announcement at conferences/clinics, etc)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What, if any, relationship(s) or agreements does the NSCA currently have with the external organization (e.g. speaker exchange, joint position statement, etc)? Please include when these relationships were established.

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6. Provide an estimate of the NSCA and external organizations resources/expenses that will be required for establishing and maintaining the development of the joint position statement.

a. Volunteer time (hours) – \_\_\_\_\_

b. Staff time (hours) – \_\_\_\_\_

c. Meetings, website, promotion, etc. – \_\_\_\_\_

d. Direct and indirect financial costs – \_\_\_\_\_

e. Other resources - \_\_\_\_\_

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## APPENDIX IV

### NSCA Position Statement Policies and Procedures

The National Strength and Conditioning Association (NSCA) welcomes the opportunity to consider endorsing Scientific Statements or Recommendations from outside organizations. NSCA's Research Committee will lead the peer review and make a recommendation to the Board of Directors (BOD). The BOD makes the final decision regarding endorsement. It must be recognized that this process requires approximately 4-6 weeks to complete and that the NSCA will not consider or review a document for endorsement unless the submitting organization is open to considering recommendations for revision.

Organizations wishing to have NSCA consider endorsement of their Scientific Statement or Recommendations should contact Carwyn Sharp, PhD, CSCS,\*D (Chief Science Officer) at [carwyn.sharp@nsca.com](mailto:carwyn.sharp@nsca.com)

### Procedures

1. All proposals and inquiries regarding endorsement of a position statement or other document first should be translated into the NSCA's template for initial review (see below) by the other organizations point of contact for this project, or by the NSCA member proposing the endorsement.
2. The completed template and any other pertinent information, including which NSCA and collaborating organization(s) journal(s) is best suited for carrying the respective paper, should be submitted to the NSCA's Chief Science Officer (CSO). The CSO will review the document to ensure it has been fully completed then forward the request to the NSCA Board of Directors (BOD) executive council for review and the NSCA Executive Director so they are aware of the pending request and review.
- 3.A. If the request is denied the BOD will provide written rationale for the decision to the CSO who will forward the decision and supporting rationale to the other organizations point of contact or NSCA member.
- 3.B. If the request is approved the BOD will assign a Board Liaison who will communicate this decision to the CSO who will advise the other organizations point of contact or NSCA member, the members of the Scientific Content Subcommittee (SCS) of the NSCA Research Committee (RC), as well as the Chair of the RC.
4. The CSO will then start the process of a literature search on that topic for the purpose of identifying two to four potential reviewers of the document. This process shall be the same process as Steps 1 to 8 detailed in Appendix I above. This process will include appropriate input from the Board Liaison.
5. Once the proposed reviewers have been approved by the Research Committee the CSO will contact them and ask if they agree to participate in the review process. If the proposed reviewer agrees the CSO will forward them the document and establish:
  - i. scope and purpose of the endorsement,
  - ii. intermediate and final deadlines for the review process.

6. Upon completion of the review and written endorsement, the document will be forwarded to the Board Liaison for review.

A. If there are no major revisions the document will be sent to the NSCA Board Executive for approval.

B. If revisions are needed the document and comments will be returned to the reviewers by the CSO. After appropriate changes are made, the document will be returned to the Board Liaison for review and then forwarded to the NSCA Board Executive for review and approval.

7. The final version of the document will be submitted to the agreed upon NSCA journal by the CSO. The CSO will at this time contact the other organization to advise them that the endorsement has been submitted for publication.

8. Proofs from the journal will be forwarded to the reviewers for final review and any changes communicated to the journal editorial staff.

9. Publication information (e.g. date, issue number, etc) will be communicated to the authors, BOD, Executive Director and RC as soon as it is known.

**Template for initial review of request to endorse a position statement or other document with an outside organization.**

(To be completed by the outside organizations point of contact or proposing National Strength and Conditioning Association member.)

Date Submitted: \_\_\_\_\_

Deadline for Completion (if known): \_\_\_\_\_

1. Name of Outside Organization and website: \_\_\_\_\_

\_\_\_\_\_

**2. Organizational information**

a. Year established – \_\_\_\_\_

b. Mission Statement – \_\_\_\_\_

c. Vision Statement – \_\_\_\_\_

d. Governance structure – \_\_\_\_\_

e. Membership and / or Certificant numbers - \_\_\_\_\_

6. Contact person(s) at outside organization or NSCA Member information:

- a. Name - \_\_\_\_\_
- b. Title / Organizational Role - \_\_\_\_\_
- c. E-mail - \_\_\_\_\_
- d. Address - \_\_\_\_\_
- e. Phone - \_\_\_\_\_
- f. Fax - \_\_\_\_\_

7. Explain in detail the benefits of the NSCA's endorsement:

- a. To the NSCA - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. To the external organization - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. How does this opportunity align with and advance the NSCA's
  - i. Strategic Plan - \_\_\_\_\_  
\_\_\_\_\_
  - ii. Mission - \_\_\_\_\_  
\_\_\_\_\_
  - iii. Vision - \_\_\_\_\_  
\_\_\_\_\_
  - iv. Benefit the NSCA's members (identify which member group(s) and how many members would be directly affected)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Provide specific details of how this document will be promoted by the NSCA and the external organization after it has been completed (e.g. provide webpage URL at NSCA and external organization, journal name, how press releases will be coordinated between organizations, announcement at conferences/clinics, etc)



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8. What, if any, relationship(s) or agreements does the NSCA currently have with the external organization (e.g. speaker exchange, joint position statement, etc)? Please include when these relationships were established.

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6. Provide an estimate of the NSCA and external organizations resources/expenses that will be required for establishing and maintaining this endorsement.

a. Volunteer time (hours) – \_\_\_\_\_

b. Staff time (hours) – \_\_\_\_\_

c. Meetings, website, promotion, etc. – \_\_\_\_\_

d. Direct and indirect financial costs – \_\_\_\_\_

e. Other resources - \_\_\_\_\_

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#### State/Provincial Directors (SPD) Committee

The SPD Committee is comprised of 9 Regional Coordinators (RCs). This committee's activities and governance is defined by the SPD Handbook.

#### NSCA Bylaws

(revised July 10, 2015)

### Article I – General Provisions

Section 1: As the worldwide authority on strength and conditioning, the National Strength and Conditioning Association (NSCA) supports and disseminates research-based knowledge, and its practical application to improve athletic performance and fitness.

Section 2: The registered office of the NSCA required by the Colorado Revised Nonprofit Corporation Act, as amended (the "Act") to be maintained in the State of Colorado may be, but need not be, identical with the principal office in the State of Colorado and the Board of Directors may change the address of the registered office from time to time.

## **ARTICLE II - BOARD OF DIRECTORS**

Section 1: A Board of Directors shall govern NSCA. All corporate powers shall be exercised by and under the authority of, and the business and affairs of NSCA managed under the direction of, the Board of Directors. The Board of Directors shall establish the policies and procedures by which NSCA shall operate in accordance with these Bylaws and Articles of Incorporation of the NSCA.

Section 2: The Board of Directors shall be comprised of nine Directors: eight members of the NSCA and one Public Member elected by the Board of Directors. All such Directors will have voting privileges. In addition, the President-Elect, as elected in accordance with the provisions of Article III, Section 2 of these Bylaws, will serve as an ex-officio member of the Board of Directors for the one-year period preceding the commencement of his/her term as President, and shall have voice but no voting privileges.

a) The Board may accept nominations for the Public Member from the Board of Directors, Executive Director, Special Interest Groups or other sources. The option of re-electing the Public Member for a consecutive term is at the discretion of the Board.

b) The eight NSCA members will include the President, three Members, and four Representative members elected by a majority vote (of those voting) of the NSCA membership entitled to vote. The designation of the Representative member seats shall be reviewed by the Board of Directors every five years and adjusted as necessary based on membership demographic. The first five-year designation of Representative member seats shall be: Educational/Institutional Strength and Conditioning Professional, Personal Trainer, Academician/Researcher, and Sports Medicine Professional. Election results shall be announced at the NSCA Annual Conference.

c) A Director shall hold office for a term of three years or until their successor is elected. The election of the Board of Directors will have a three-year rotation, one Member, one Representative member, and the Public Member the first year, one Member and two Representative members the second year, and the President, one Member, and one Representative member the third year. Newly elected Board members will take office after the Annual Conference Board meeting.

d) Members of the Board of Directors, including the Public Member, may only serve two terms. As provided in Article III, Section 2, the President may only serve one term in the office of President.

Section 3: A Board member, except for the Public Member, must 1) be a member in good standing of the NSCA, and 2) hold an active NSCA certification or be a Fellow of the NSCA. Employees of the NSCA may not be a candidate for the Board of Directors.

Section 4: The Board of Directors shall have the authority to evaluate and act upon any change in the Bylaws and Articles of Incorporation, as it deems necessary in accordance with the Act and in accordance with Article XIII of these Bylaws.

Section 5: The Board of Directors shall conduct a regularly scheduled meeting in conjunction with the

Annual Conference and one in January of each year. In addition, a special meeting may be convened at any reasonable time upon the request of the president or a majority of the Board of Directors, according to the procedures outlined in Article II Section 9.

Section 6: The Board will approve an annual budget in March of each year. A certified audit of the financial affairs of the NSCA will be conducted by a certified public accounting firm selected by the Board of Directors and shall be presented for acceptance to the Board of Directors at the Annual Conference.

Section 7: The Board shall continually evaluate and revise, as necessary, the goals and objectives of the NSCA, as well as the role and function of all committees.

Section 8: There will be a NSCA Nomination Committee that will serve the interest of the membership by selecting a slate of candidates for the Board of Directors to be elected by a majority vote (of those voting) of the NSCA membership eligible to vote in NSCA elections.

a) The Nomination Committee will consist of five Professional Members of the NSCA, elected by the NSCA membership that is eligible to vote in NSCA elections. The Nomination Committee will select candidates for the Nomination Committee from a call for nominations from the membership. Each member of the Nomination Committee will serve a three-year term. New member(s) of the Nomination Committee will be elected each year and announced at the NSCA Annual Conference, to replace the member(s) rotating off the Committee. The Nomination Committee members will have a three-year rotation of election: two members in one year, two members the next year and one member the following year. The chair of the Nomination Committee shall be a senior member who has served at least one year on the Nomination Committee and will serve a one-year term as chair. A person may serve two terms as chair but not in succession. At each Annual Conference the Nomination Committee will elect a new chair.

b) The Nomination Committee will prepare a list of two candidates for each Board of Directors position that will represent the diversity of the NSCA membership. The Nomination Committee will advocate for the NSCA membership by recruiting and selecting candidates that have the background, experience, and qualifications to be highly effective for the position they are seeking. The Nomination Committee will use objective and subjective criteria to select candidates.

Section 9: Notice of any special meeting of the Board of Directors shall be given at least seven (7) days prior to the scheduled meeting by written notice delivered personally, sent by mail, facsimile, email, telephone, telegraph, electronic means or any other forms of wire or wireless communication or private carrier to each at his/her address as shown by the records of the NSCA. Each Board member will be notified by the most commonly practiced means of notification for that member. Any Board member may waive notice of any meeting. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting, except where a Board member attends a meeting that is not lawfully called or convened. Business not specified in the notice of any such meeting shall not be acted upon.

Section 10: A majority of the Board of Directors shall constitute a quorum for the transaction of business

at any meeting of the Board. If less than a majority of the Board members are present at said meeting, a majority of the Board members present may adjourn the meeting. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Directors present shall be the act of the Board of Directors.

Section 11: Any vacancy occurring in the Board of Directors shall be filled by a majority vote of the Board of Directors. A person appointed by the Board to fill a vacancy shall serve such for the scheduled remainder of the term. If the time thus served does not exceed one-half of a full term of office the member may be re-nominated by the Nomination Committee for an additional term, and the time served shall not constitute a term as presented in Article II, Section 2.

Section 12: Board members shall not receive any direct compensation for their services. Board members shall be reimbursed for their direct and related expenses of attendance at meetings of the Board and for travel to conduct NSCA business as authorized by the Board.

Section 13: The Board of Directors by resolution, adopted by a majority of the Board members, may designate and appoint an Executive Director subject in all respects to the authority and discretion of the Board of Directors. The Executive Director shall have and exercise all powers and authority extended to him or her by the Board of Directors in the management of the NSCA.

Section 14: The President shall appoint all Board members to serve as a liaison to one or more Committees and/or Special Interest Groups. A Board member may be rotated on different Committees or Special Interest Groups during his or her tenure.

Section 15: Members of the Board of Directors of the NSCA may be removed for cause, by a majority vote (of those voting) of the members of the NSCA.

### **ARTICLE III – OFFICERS AND DUTIES**

Section 1: The officers of the NSCA shall be the President, Vice President and Secretary/Treasurer. No one person may simultaneously hold more than one office. The President, Vice President, and Secretary/Treasurer will comprise the Executive Council of the Board of Directors.

Section 2: The President shall be elected by a majority vote (of those voting) of the NSCA membership entitled to vote, which election will be held during the second year of the then-sitting President's term. The person elected will serve as President-Elect for one year during the third and final year of the then-sitting President's term. The President shall serve a three-year term and may only serve one term as President. The Board of Directors shall elect a Vice-President at each Annual Conference. A person may serve a maximum of two terms in the office of Vice-President, but not in succeeding years during their term of service on the Board of Directors. The Board of Directors shall elect a Secretary/Treasurer at each Annual Conference when the office is open. The term of Secretary/Treasurer is two years. The Secretary/Treasurer may only serve one term regardless of their length of service on the Board of Directors.

Section 3: The President's duties shall include the following:

- a) The President shall preside at all Board functions and shall act as Chairman of the Board;
- b) The President shall request nominations from the membership, committees, and the Board of Directors for committee positions. The President shall recommend for approval by a majority vote of the Board, committee chairs, with the exception of the Nomination Committee;
- c) The President, or his designee, serves as an official spokesman of the NSCA;
- d) The President will be responsible for the performance evaluation of the Executive Director. The Executive Director's performance evaluations shall include input from the members of the Board of Directors and the NSCA staff. The President will apprise the members of the Board of Directors of the performance evaluation;
- e) The President shall be an ex officio member of all committees except the Nomination Committee.

Section 4: The Vice-President duties shall include the following:

- a) In the absence of the President, assume duties of the President;
- b) Perform duties assigned by the President;
- c) Fill a vacancy in the office of President for the unexpired term, if the President is unable to complete the term of office.

Section 5: The Secretary/Treasurer's duties shall include the following:

- a) Ensure all meetings of the Board of Directors are properly recorded;
- b) Ensures proper collection and accounting for NSCA funds;
- c) Ensures proper banking transactions for the NSCA are performed;
- d) Has responsibility for reporting at the Board meetings on the financial status of the NSCA;
- e) Any other duties as the Board may direct from time to time.

## **ARTICLE IV – MEMBERS**

Section 1: The NSCA shall have different membership options available. The Board of Directors shall set and adjust the classifications of memberships, dues, qualifications and voting privileges for each classification as deemed necessary.

Section 2: Each member shall be allowed one vote in the election of each Board position up for vote, or on any other matters that are put to a vote of the membership entitled to vote. For purposes of action to be taken by the membership, a quorum shall consist of the members entitled to vote who are present at a meeting of the members. Any action of the membership shall be approved by a majority vote of those voting.

Section 3: Membership in NSCA is not transferable.

Section 4: An Annual Conference for the members shall be held at a time and location designated by the Board of Directors for the purpose of transacting NSCA business and providing the members with information, education, and the opportunity to interact with each other.

## **ARTICLE V – EXECUTIVE COUNCIL**

Section 1: The Executive Council (President, Vice-President, and Secretary/Treasurer) shall be empowered by the Board of Directors from time to time to deal with NSCA business issues, which arise between regular meetings of the Board; provided, however, that as stated in the Act, the Executive Council may not: (i) authorize distributions; (ii) approve or propose to members action that the Act requires to be approved by members; (iii) elect, appoint, or remove any director; (iv) amend the NSCA Articles of Incorporation; (v) adopt, amend or repeal the NSCA Bylaws; (vi) approve a plan of merger not requiring member approval; or (vii) approve a sale, lease, exchange, or other disposition of all, or substantially all, of its property, with or without goodwill, otherwise than in the usual and regular course of business subject to approval by the members. The Board of Directors must ratify any action of the Executive Council.

## **ARTICLE VI - DUTIES OF THE EXECUTIVE DIRECTOR**

Section 1: The Executive Director shall, subject to the direction and supervision of the Board of Directors, be responsible for the: administration of all policies and procedures, general and active control of its affairs and business, and general supervision of its employees.

Section 2: The Executive Director shall be designated as an authorized representative of the NSCA for the purpose of negotiating and executing contracts, legal documents, and necessary business matters.

Section 3: The Executive Director shall be a salaried position. The Board shall hire the Executive Director upon acceptance by a majority vote of the entire Board. The President shall provide a complete job description for the Executive Director, which may be altered as needed, and is incorporated by reference herein.

## **ARTICLE VII - CONTRACTS, CHECKS, DEPOSITS, AND FUNDS**

Section 1: The Board of Directors may, authorize in writing, the President or Executive Director, in the name of and on behalf of the NSCA to enter into any contract or execute and deliver any instrument. Such authority may be general or confined to specific instances. Unless authorized in writing by the Executive Council, or authorized expressly by the NSCA Bylaws, no Board member or employee shall have any power or authority to bind the NSCA for any contract, agreement, or pledge its credit or render it liable financially for any purpose or in any amount.

Section 2: All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the NSCA, shall be signed by such officer or officers, agent or agents of the NSCA in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3: All funds of the NSCA shall be deposited to the credit of the NSCA in such banks, trust companies or other depositories as the Board of Directors may select.

## **ARTICLE VIII - BOOKS AND RECORDS**

Section 1: The NSCA shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members and Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members and the dues payment status of each. Any voting member may inspect the books and records of the NSCA at any reasonable time provided, however, that such inspection shall be subject to the limitations set forth in the Act.

#### **ARTICLE IX - SEAL**

Section 1: The NSCA shall have a corporate seal, which shall be in the form of a circle with the name of the Association, and "Corporate Seal" inscribed thereon.

#### **ARTICLE X - DISSOLUTION AND LIQUIDATION**

Section 1: Upon the dissolution of the NSCA, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the NSCA exclusively for charitable, educational, or scientific purposes as the Internal Revenue Code of 1986, or the corresponding provisions of any future United States Internal Revenue Law, as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the NSCA is then located, exclusively for such purposes or to such organizations as said court shall determine, which are organized and operated exclusively for such purposes.

#### **ARTICLE XI - NET EARNINGS**

Section 1: No part of the net earnings of the NSCA shall inure to the benefit of, or be distributed to its members, trustees, officers, directors or other private persons except that the NSCA shall be authorized and empowered to pay reasonable compensation for services rendered.

#### **ARTICLE XII - ACTIVITIES**

Section 1: No substantial part of the activities of the NSCA shall be the carrying on of propaganda or otherwise attempting to influence legislation and the NSCA shall not participate in or intervene in, including the publishing or distribution of statements, a political campaign on behalf of any candidate for public affairs.

#### **ARTICLE XIII - AMENDMENT TO BYLAWS**

Section 1: Amendments to these Bylaws may be proposed at any regularly scheduled meeting of the Board of Directors. Such proposed amendments shall be considered at such initial meeting only relative to their worthiness for full consideration at the next regularly scheduled meeting of the Board. If, by consensus, the majority of the Board Members present at the meeting in which the amendment is proposed deem the amendment appropriate for full consideration, such amendment shall automatically be placed on the agenda of the next regularly scheduled meeting of the Board of Directors. All proposed amendments by the Board of Directors to the Bylaws must be posted in NSCA regularly printed or

electronic media on two separate occasions prior to further action by the Board.

Section 2: Amendments duly placed on the agenda of a regularly scheduled meeting of the Board of Directors, in accordance with Section 1 of this Article, shall only be considered if there is at least a two-thirds (2/3) majority of the Board present at the Board meeting. Further, if such a two-thirds (2/3) quorum exists, a motion and a second for adoption of the amendment shall be required before the proposed amendment can be fully discussed and considered by the Board. In the event a two-thirds (2/3) quorum is not present or a motion and second for adoption are not forthcoming, consideration of the proposed amendment must be postponed until the subsequent regularly scheduled meeting of the Board of Directors at which a two-thirds (2/3) majority are present. If a two-thirds (2/3) quorum exists and a motion for adoption of the amendment is adopted by a two-thirds (2/3) vote of the entire board, the Board shall submit the Bylaw changes to the NSCA membership for a vote.

Section 3: Any changes to the Bylaws of the NSCA, whether that change be a clarification, addition, deletion, or substitution, must be ratified by a majority vote of the NSCA membership voting, before said change is accepted and entered into the active Bylaws of the NSCA and shall immediately be in full force and effect.



# National Strength and Conditioning Association Codes, Policies, and Procedures

Adopted: October, 2017

Revised: N/A

Next Review: July, 2018

# National Strength and Conditioning Association

## Codes, Policies, and Procedures

### Professional Code of Ethics Volunteer Leader Code of Conduct Disciplinary Procedures Conflict of Interest Policy

The NSCA Board of Directors approved the adoption of the NSCA CODES, POLICIES, and PROCEDURES by resolution #2017-10-27-01. This document replaces all previous versions of NSCA Code of Ethics, Code of Conduct, Disciplinary Procedures, and Conflict of Interest Policies.

Adopted: October, 2017  
Next review: July, 2018

The National Strength and Conditioning Association (NSCA) is a nonprofit organization of professionals dedicated to advancing the strength and conditioning profession around the world.

To foster this goal, all Professional and Volunteer Leaders (as defined in these Standards and Procedures) associated with the NSCA are accountable for their actions and must act with integrity and professionalism at all times. The purpose of the following policies is to set out the principles and standards of conduct required of NSCA Professional and Volunteer Leaders; to ensure that the name, reputation and integrity of the NSCA are not compromised; and to guide the staff and Board of Directors in identifying and resolving potential violations of those principles and standards.

The NSCA has the inherent power and duty to prescribe standards of conduct for its Professionals and Volunteer Leaders; to determine what constitutes grounds for discipline; and to impose discipline upon any Professional or Volunteer Leader whose failure to comply with the Professional Code of Ethics or the Volunteer Leader Code of Conduct of the NSCA.

#### SCOPE

1. The Professional Code of Ethics applies to all NSCA Professionals, as defined herein.
2. The Volunteer Leader Code of Conduct applies to all NSCA Volunteer Leaders, as defined herein.

3. The Disciplinary Procedures will be used to resolve potential violations of either the Professional Code of Ethics or the Volunteer Leader Code of Conduct.
4. The Conflict of Interest Policy, and its resolution process, applies to all Volunteer Leaders of the NSCA.

## OVERSIGHT

Board of Directors. The NSCA Board of Directors shall be responsible for oversight of the Professional Code of Ethics, Volunteer Leader Code of Conduct, and Disciplinary Procedures, as well as the Conflict of Interest Policy, **collectively known as the “NSCA Standards and Procedures.”**

Ethics Committee. The Board of Directors shall appoint an Ethics Committee comprised of two (2) Board members and one (1) member of the Certification Committee.

Duties of the Ethics Committee include:

1. Review and recommend to the Board of Directors on a regular basis updates to the NSCA Standards and Procedures for adoption and implementation.
2. Investigate potential violations of the Professional Code of Ethics and/or the Volunteer Leader Code of Conduct and make recommendations for resolution.
3. Investigate and make final determinations of any potential conflict under the Conflict of Interest Policy.
4. Maintain a pool of individuals, independent from the NSCA, who are available to serve on Hearing Panels in the event of a Hearing.

Hearing Panels. Hearing Panels are appointed by the Executive Director and authorized to determine final and binding action for matters involving the Professional Code of Ethics and/or the Volunteer Leader Code of Conduct. A Hearing Panel shall consist of one (1) Board member, one (1) member of the Certification Committee and one (1) independent person.

Executive Director. The Executive Director, or his/her designee, is charged with receiving and processing complaints and assisting the Board, the Ethics Committee, and/or a Hearing Panel with administering the NSCA Standards and Procedures.

## CONFLICTS OF INTEREST IN THE OVERSIGHT OR ADMINISTRATION OF THE NSCA STANDARDS AND PROCEDURES

Should an individual designated to administer any part of the NSCA Standards and Procedures (including the Executive Director or any member of the Board, the Ethics Committee, or a Hearing Panel) have a conflict of interest with any party or issue to the case, or be the subject of an allegation of violating the Professional Code of Ethics, the Volunteer Leader Code of Conduct, or the Conflict of Interest Policy, the duties of said person shall be delegated and that person shall be recused from any involvement in the case, including investigation, sanctioning, or voting. The Ethics Committee, without the involvement of a conflicted individual, shall make determinations regarding the conflict, removal and delegation.

## DEFINITIONS

The following definitions shall apply wherever used in the Professional Code of Ethics, Volunteer Leader Code of Conduct, Disciplinary Procedures, or Conflict of Interest Policy:

**Candidate:** Any person who is in the process of registering for an NSCA certification exam, including those who have completed the registration process.

**Certificant:** Any person holding a current NSCA certification.

**Complainant:** Any individual who makes a complaint against a professional or volunteer leader of the NSCA.

**Complaint:** Any written statement made by any person alleging conduct on the part of a professional or volunteer leader which, if true, would constitute a violation of the Professional Code of Ethics or the Volunteer Leader Code of Conduct.

**Member:** Any person who is an active member of the NSCA.

**Notice:** A formal, written, and dated statement from the Ethics Committee or a Hearing Panel in response to a Complaint.

**NSCA:** National Strength and Conditioning Association.

**NSCA Standards and Procedures:** The term used to refer to the Professional Code of Ethics, Volunteer Leader Code of Conduct, and Disciplinary Procedures, as well as the Conflict of Interest Policy.

**Professional:** Any person who is a Member, Candidate, or Certificant of the NSCA.

**Respondent:** The individual against whom a complaint is brought.

**Volunteer Leader:** Any person who is a volunteer of the NSCA holding an elected, appointed, or otherwise recognized leadership role within the NSCA, including (but not limited to) directors, officers and/or members of any standing, ad hoc, or temporary boards, committees, special interest groups (SIGs), task forces, and the like.

# National Strength and Conditioning Association

## Professional Code of Ethics

The National Strength and Conditioning Association (NSCA) is committed to the principles of ethical behavior that shall be followed by its Professionals.

The Professional Code of Ethics is intended to establish and maintain high standards and professionalism for strength training, conditioning, and personal training professionals. It is for the protection of the public, the profession, and the maintenance of the standards and principles of the NSCA. It is also intended to enhance the effectiveness of our organization in supporting its mission. Professionals must adhere to these standards of integrity and honesty, encourage ethical behavior and report unethical behavior.

### PRINCIPLES

The below 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 Professional Code of Ethics.

1. Professionals shall respect the rights, welfare, and dignity of all individuals in **the context of their professional practice. To that end, Professionals shall...**
  - 1.1. not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or citizenship.
  - 1.2. provide competent, fair, and equal treatment to all individuals.
  - 1.3. preserve the confidentiality of personal and privileged information of all individuals involved, while remaining accountable.
  - 1.4. **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.**
2. Professionals shall comply with all applicable laws, policies, and regulations in **the context of their professional practice. To that end, Professionals shall...**
  - 2.1. comply with all state, local, and federal laws.
  - 2.2. be familiar and comply with the NSCA Bylaws and all applicable codes, policies, procedures, rules, standards, and guidelines.
  - 2.3. comply with all copyright laws and applicable publication standards.
  - 2.4. not condone or engage in unethical behavior.
  - 2.5. report allegations of unethical behavior.

3. Professionals shall maintain and promote high standards. To that end, **Professionals shall...**
  - 3.1. not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity, or services.
  - 3.2. only provide services that they are qualified to provide through education or experience and which are allowed by practice acts and other pertinent regulations.
  - 3.3. refer athletes or clients to more qualified fitness, medical, or healthcare professional when appropriate.
  - 3.4. maintain and promote ethical conduct in research and educational activities.
  - 3.5. provide and maintain a safe and effective training environment.
  - 3.6. accept responsibility for the use of sound judgment when working with their clientele.
  - 3.7. strive to safeguard the well-being of athletes and/or clients of certified individuals, and the public.
  - 3.8. strive to remain current on practical and theoretical foundations through continuing education activities and to continuously improve knowledge, skills, and techniques to protect the athlete or client from injury.
4. Professionals shall not engage in any behavior or form of conduct that **adversely reflects on the NSCA. To that end, Professionals shall...**
  - 4.1. conduct themselves personally and professionally in a manner that does not compromise their professional responsibility.
  - 4.2. not place financial gain above the welfare of the NSCA, athletes or clients, and shall not in any arrangement exploit the NSCA, athletes or clients.
  - 4.3. not obtain or attempt to obtain certification by fraud, deception, or artifice.
  - 4.4. not knowingly assist another person or other persons in obtaining or attempting to obtain certification by fraud, deception, or artifice.
  - 4.5. not engage in illegal use of a certification certificate or falsification of credentials, or any other NSCA documents.
  - 4.6. not engage in unauthorized use of any NSCA trademarks or designations.
  - 4.7. not engage in unauthorized possession and/or distribution of any NSCA certification examination materials to include copying and/or reproduction of any part, question, or problem of any certification examination.

# National Strength and Conditioning Association

## Volunteer Leader Code of Conduct

Those who choose to serve NSCA as Volunteer Leaders 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.**

Volunteer Leaders (any person who is a volunteer of the NSCA holding an elected, appointed, or otherwise recognized leadership role within the NSCA, including (but not limited to) directors, officers and/or members of any standing, ad hoc, or temporary boards, committees, special interest groups (SIGs), task forces, and the like) owe to NSCA the duties of care and loyalty. 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.

This Code of Conduct establishes minimum standards of acceptable conduct. Accordingly, volunteer leaders shall comply with the following:

1. Conduct all dealings on behalf of the NSCA in a manner that will promote the goals and objectives of NSCA and enhance its reputation.
2. Exhibit honesty, openness, fairness, professional competence and loyalty to the NSCA in your relationships with the NSCA and with each other.
3. Give prudent consideration to issues affecting the 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.
4. Follow directives of the NSCA's Board of Directors and officers.
5. 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.
6. Assist NSCA 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.
7. Respect the rights of all NSCA volunteers and employees to fair treatment and equal opportunity, free from discrimination or harassment of any type.



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

# National Strength and Conditioning Association

## Disciplinary Procedures

The NSCA will follow these Disciplinary Procedures to determine violations of the NSCA Professional Code of Ethics or Volunteer Leader Code of Conduct, and impose sanctions as appropriate.

In the event this document does not specifically cover a process or procedure to deal with a matter, the Ethics Committee can use additional resources to determine and apply appropriate steps to following in the processing of that matter. This document can be amended upon review and recommendation of the Ethics Committee, and approval by the Board of the Directors.

### COMPLAINTS

Complaints may be submitted by any individual against any Professional or Volunteer Leader. The NSCA will not accept anonymous Complaints. Staff or Volunteer Leaders of the NSCA also may initiate a Complaint if one becomes aware of a potential violation through any means such as the media, anti-doping agencies, SafeSport agencies, or the courts.

Complaints must be in writing and submitted to the Executive Director of the NSCA at [executivedirector@nsca.com](mailto:executivedirector@nsca.com).

The Executive Director shall promptly forward all Complaints to the Ethics Committee.

Complaints may be dropped or dismissed by the Ethics Committee at any time for insufficient information, or lack of jurisdiction over the individual or the subject matter.

### INTERIM MEASURES

The Ethics Committee may, at any point in the processing of a Complaint, impose interim measures/sanctions to ensure the safety of any individual or the integrity of the NSCA, its work or its services.

### NOTICE OF INVESTIGATION AND RESPONSE

The Ethics Committee shall promptly notify the Respondent in writing that s/he is under investigation. Notice shall be sent to the home address and email on record with the NSCA, and include the potential violations, a copy of the written Complaint, any other

evidence the Ethics Committee has, and the date by which the Respondent must submit a written response.

Respondents are encouraged to submit their position regarding the situation or conduct under investigation, including documentation or other evidence, and name(s) and contact information for witnesses who can assist in the investigation.

Upon proper notice, if the Respondent fails to submit a response by the specified date in the formal notice, the Ethics Committee may proceed with the disciplinary process.

## INVESTIGATION

Upon receipt of a Complaint, the Ethics Committee shall cause an investigation of the alleged incident to be conducted, which may include but is not limited to interviews, a review of related documents, requests for written statements from any person involved in the alleged incident, and/or a review of material available electronically.

The Ethics Committee shall present its investigation results to the Respondent and the Complainant prior to proceeding further with resolution of the case.

## RESOLUTION THROUGH AGREEMENT

If the Respondent accepts responsibility for the alleged violation(s), the Ethics Committee may propose an appropriate sanction(s) based on the specifics of the case, precedent and NSCA interests. If the Respondent agrees to the proposed sanction(s), s/he waives the right to a hearing and the resolution becomes final and binding.

If the Respondent denies responsibility and/or rejects the proposed sanction, s/he may request an appeal, as described in the following section. Any request for a hearing must be made in writing and submitted to the Executive Director of the NSCA at [executivedirector@nsca.com](mailto:executivedirector@nsca.com).

Upon proper notice, if the Respondent fails to engage in the Resolution through Agreement process, or fails to respond in a timely way, the Ethics Committee may impose a final sanction.

## HEARING

If the Respondent requests a hearing, a Hearing Panel shall be appointed by the Executive Director. The Hearing Panel will be comprised of one (1) NSCA Board Member, one (1) Certification Committee member, and one independent person from the pool of independent hearing panelists maintained by the Ethics Committee. The Hearing Panel will determine among themselves who will chair the Panel.

The **Hearing Panel is charged with determining whether the Respondent's actions** constitute a violation of either the Professional Code of Ethics and/or the Volunteer Leader Code of Conduct and, if so, an appropriate sanction.

Notice. The Chair shall be responsible for ensuring proper notice to all required individuals, making procedural decisions, conducting the hearing, and writing a reasoned decision.

Upon proper notice, if the Respondent fails to attend the hearing, the Hearing Panel may proceed in her/his absence.

Procedure. Hearings are not trials and are not constrained by rules of procedure and evidence typically used in a court of law. NSCA hearings operate under a standard of fairness, which includes an opportunity for the Respondent to be notified of the alleged incident and policy violations under consideration, and an opportunity to be heard. In addition, Respondents are entitled to the following procedural hearing rights:

1. to be notified of a hearing in advance (notification will include the time, date and location of the hearing as well as names of Hearing Panel members and witnesses);
2. to challenge any Hearing Panel member if there is a conflict of interest;
3. to know of and review in advance written information and allegations presented to the Hearing Panel;
4. to be accompanied by an advisor/attorney to the hearing;
5. to a fair and impartial hearing;
6. to rebut any witness testimony presented against her/him and to cross-examine witnesses;
7. to present witnesses or information at the hearing (the relevancy of which may be determined by the Hearing Panel); and

The burden of proof in a hearing rests with the Complainant and the standard of proof to find a violation is by a preponderance of the evidence.

The general course of procedure for a hearing is as follows: introductions; opening comments from Complainant (if applicable); opening comments from Respondent; testimony/questions of other material witnesses (if applicable); questions from the Hearing Panel; closing comments from Complainant (if applicable); closing comments from Respondent.

The Hearing Panel may impose time limits on any stage of the procedure.

If there are multiple Respondents, the Hearing Panel shall determine whether the cases should be held separately or together. The Respondents may submit input in advance to the Hearing Panel relative to this determination.

All hearings are conducted in private and may be held in-person or by telephonic or electronic means, as determined by the Hearing Panel.

Witnesses. The Hearing Panel may request the presence of any witness with pertinent information about a case. If a witness is unidentified or unavailable to attend the hearing, his/her statement may not constitute a sole or substantial basis for determining responsibility. If s/he is necessary and unidentified or unavailable, the Hearing Panel may suspend or dismiss the proceedings.

The Respondent may bring relevant material witnesses to speak on her/his behalf, and should inform the Hearing Panel in writing in advance of the hearing the names of the witnesses and to what they will attest. The Hearing Panel may determine the extent to which witnesses will be permitted in the hearing, including relevancy of questioning and information presented.

Information to be Considered by the Hearing Panel. The Hearing Panel may consider any information it deems relevant, including documentation and expressions of opinion. If the Hearing Panel needs additional information during a hearing, such as verification of a fact at issue, an expert opinion, etc., the Hearing Panel may request such information and may suspend its decision until such information is obtained. The Respondent will have the right to respond to any additional information that is to be used in considering an outcome.

Outcome. The determination of the Hearing Panel shall be by majority vote. If the Hearing Panel finds the Respondent has committed a violation, the Panel may determine and impose an appropriate sanction(s). The decision of the Hearing Panel is final and binding.

## SANCTIONS

Any violation of the Professional Code of Ethics or the Volunteer Leader Code of Conduct may result in penalties (singly or in combination), including, but not limited to, those from the following list. In determining appropriate sanctions, consideration may be given to the nature of and circumstances surrounding the violation, **the Respondent's acceptance of responsibility**, prior violations, the impact of a sanction on the Respondent, precedent **cases**, **the NSCA's interest in maintaining high standards** and integrity, and any other information deemed relevant by the Hearing Panel.

Possible sanctions include but are not limited to:

1. Admonishment. A written reprimand, included but not limited to, a Cease and Desist letter by the Ethics Committee to be placed in an individual's NSCA record.
2. Formal censure. An official resolution recorded in the minutes of a meeting of the **Ethics Committee expressing the Ethics Committee's official displeasure with an individual's conduct and/or responsiveness to the NSCA.**

3. Suspension. A suspension of **Certificant's active certification and/or membership** rights and privileges of for a definite or indefinite period of time. At the discretion of the Ethics Committee or Hearing Panel, a suspension may require the individual to formally petition for reinstatement.
4. Probation. In lieu of suspension, a period of supervision by the NSCA may be imposed and may include certain terms to fulfill the probationary period.
5. Revocation. A revocation of **Certificant's** active certification and/or membership rights and privileges of for a permanent, definite or indefinite period of time. There shall be no automatic reinstatement of a revocation, and the Ethics Committee or Hearing Panel may include certain terms in order for the individual to reapply for certification.
6. Denial of eligibility for certification examinations. **An individual's eligibility for** certification may be removed for a definite or indefinite period of time. To be reinstated, the individual must petition the Certification Committee for reconsideration of the matter and explain why such reconsideration should be made.
7. Mandatory re-examination or training to document continued competence. Failure to complete training or pass the examination could lead to suspension of certification for a definite or indefinite period of time.
8. Disqualification. Disqualification from recertifying or certifying for a definite or indefinite period of time.
9. Removal. Removal from a position in which the person serves, subject to applicable provisions of the NSCA Bylaws, policies and procedures.

In conjunction with official sanctions, the NSCA may impose fines, educational requirements, and other conditions deemed necessary and appropriate.

## NOTIFICATION AND RECORD OF THE HEARING OUTCOME

The Chair of the Hearing Panel shall produce a written hearing decision describing the outcome, with a brief explanation of the reasoning, and send to the Respondent. The Complainant may also be notified of the outcome.

Public notice of any violation resulting in suspension, removal or revocation of a certification shall be published in the NSCA newsletter, **and/or on the NSCA's website at** the discretion of the Hearing Panel. Such notice shall include the name of the Respondent, the rule(s) violated, and the sanction imposed. A permanent record will be added to the **individual's NSCA record**.

## REPORTS TO/FROM OTHER AGENCIES AND RELATED PROCEEDINGS

If, during the course of the investigation, it appears that criminal misconduct may have occurred, the Executive Director, or designee, will report such allegations to the appropriate law enforcement agency.

Because the standards for finding a violation of criminal law are different from the standards for finding a violation of either the Professional **Code of Ethics** or the **Volunteer Leader Code of Conduct**, the resolution of a criminal proceeding is not determinative of (but may be relevant to) whether a violation of an NSCA **Code** has occurred, regardless of the outcome of any criminal process.

Also, the NSCA process or resolution will not typically be altered or precluded on the grounds that (a) a civil case or criminal charges involving the same incident or conduct has been filed, or (b) charges have been dismissed or reduced; or (c) a lawsuit has been settled or dismissed.

However, the NSCA may delay in its investigation or resolution process to avoid any conflict or interference with legal proceedings; and/or comply with a law enforcement request for cooperation when criminal charges associated with the incident or conduct that invoked this process is being investigated.

If the Respondent is convicted of a crime or subject to a criminal disposition related to the underlying misconduct, the Ethics Committee may investigate or conclude, without a hearing, that a violation of the relevant NSCA **Code** occurred. If a conclusion is reached that a violation of the **Code** occurred, the Ethics Committee may issue a sanction; provided that the Hearing Panel had confirmed that the person convicted of the crime or who is subject to a criminal disposition is in fact the Respondent.

Similarly, if the Respondent is found responsible and sanctioned through a Professional Organization, World Anti-Doping Code signatory, the U.S. Center for SafeSport, or similar type agency that offers due process, the Ethics Committee may investigate or conclude, without a hearing, that a violation of the relevant NSCA **Code** occurred. If a conclusion is reached that a violation of the **Code** occurred, the Ethics Committee may issue a sanction.

## CONFIDENTIALITY OF PROCEEDINGS

Except as is otherwise provided herein, all information, notes, reports, transcripts, and any documentation of any kind generated or received during the course of an investigation, hearing or resolution of a potential violation shall be kept confidential by the NSCA.

# National Strength and Conditioning Association

## Conflict of Interest Policy

The purpose of this policy is to help volunteer leaders of the NSCA to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the NSCA and manage risk.

NSCA volunteer leaders must serve:

- Without conflict of interest or to seek personal gain or advantage.
- Free from any outside business interests or influence which might interfere or appear to interfere with the proper and efficient discharge of their duties, or which might be inconsistent with their duty of loyalty to the NSCA.
- In such a manner that the trust and public confidence of the NSCA are enhanced, and without embarrassment to or adverse reflection or impact on the integrity of the NSCA.

In recognition of these principles, a volunteer leader or any member of her/his immediate family, may not:

1. Have any beneficial interest in, or substantial obligation to, any supplier of goods or services to the NSCA or any other organization doing business with or serving the NSCA, or which competes with the NSCA.
2. Perform, for personal gain, any services to any supplier of goods or services to the NSCA, or to any competitor of the NSCA.
3. Act as an employee, consultant, or in any other capacity with any supplier of goods or services to the NSCA, which promises compensation, benefit, or reward of any kind, or with any competitor of the NSCA.
4. Bid on and/or be granted a contract by the NSCA. Furthermore, no companies or individuals who have family members, spouses, or former business associates are eligible to bid on or be granted a contract by the NSCA. Exceptions to this may be granted by the NSCA Board of Directors.
5. Accept any gift, gratuity, entertainment, service, loan, or promise of future benefits from any persons who either personally or whose employees might benefit or **appear to benefit from such volunteer's connection with the NSCA**. It is also a violation to give gifts to individuals or firms with whom the NSCA does business. However, these prohibitions are not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient. For example, excluded from these prohibitions is the exchange of normal business courtesies such as meals, when they are proper and consistent with regular business practice. Also excluded are advertising or promotional materials and holiday or other gifts,



which are of nominal value (less than \$25). Volunteers are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet these standards.

6. Take any action on behalf of the NSCA that they know, or reasonably should know, violates any applicable law or regulation. This includes such activities as bribery, kickbacks, falsehoods, and misrepresentations.

#### DUTY TO DISCLOSE and RESOLUTION OF POTENTIAL CONFLICTS

Prior to assuming the role of a Volunteer **Leader of the NSCA, and throughout one's** tenure, an individual must disclose any potential conflict to the Ethics Committee, which may take appropriate steps to prevent influence, either on the general affairs of the NSCA or on a particular deliberation or vote. This action may include rendering the individual ineligible, or removal of the individual from his/her leadership position.