NSCA RESEARCH COMMITTEE (RC)

Policies and Procedures

SEPTEMBER 2026

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MISSION STATEMENT

To promote and disseminate research 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:
        i. Why it is important to examine how strength and conditioning influences the interaction between form and function; and
        ii. How that information benefits athletic performance, health and clinical applications.
    c. Provide the 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/statements (PS), developing PS with other organizations, and endorsing other organizations PS and other official documents.

II. RESEARCH COMMITTEE

A. 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.

B. Research Committee Structure:
    a. The RC is comprised of nine duly elected members from the NSCA Research Consortium, including the Chair, Secretary, and Chair-Elect (when appropriate), and one non-voting BOD appointment (liaison). They shall carry out the duties outlined below and are governed by an executive council.
    b. Elected members:
        i. 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 to maintain its membership at nine. 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.
        ii. RC members shall be nominated via electronic nomination submission in advance of the annual meeting.
        iii. New RC members will start their term on the Saturday of the National Conference after the BOD has approved their election to the Committee, and their term shall end

after 3 years at 11:59 pm on the Friday of the National Conference.

C. RC minimum qualifications:
    a. Must be a current member of the NSCA and hold a Master's degree at a minimum.
    b. Must have attended at least two Research Consortium meetings from the past three years immediately preceding application to the RC membership. One of the two meetings must be in person.
    c. Must have an established research background represented by all the following:
        i. Publications
        ii. Presentations at NSCA annual meetings
        iii. Record of reviewing original research manuscripts
        iv. Record of reviewing NSCA conference abstracts
        v. Record of judging or moderating NSCA poster or podium presentations
    d. Past association work is encouraged but not required.
    e. To be eligible for committee membership, each candidate must acknowledge that they have received and read a written or electronic copy of the current volunteer guidelines governing the Research Committee.
    f. To be eligible, applicants must submit a current Curriculum Vitae, high resolution digital head shot photograph, and letter of application of no more than 350 words which addresses ALL the minimum criteria outlined above including but not limited to each item listed under "Established research background".
    g. Headshot photograph must adhere to all the following guidelines:
        i. show the applicant in landscape orientation,
        ii. show the applicant from the waist up with room above the head so it may be cropped,
        iii. plain non-white background,
        iv. include only the applicant (i.e. no other people or animals)

D. Application and Voting Process for New Committee Members
    a. Completed applications must be received via the NSCA website no later than 11:59 pm on December 15th when the application period closes.
    b. NSCA staff will review the applications to determine which applicants meet the minimum eligibility requirements as stated above (C.a through C.e.) and then forward all application materials to the RC along with a list of who did and did not meet the minimum requirements no later than February 1st.
    c. The RC will review the application materials and confirm which applicants did and did not meet the minimum eligibility criteria.
    d. NSCA staff will maintain a list of all members that have attended the Research Consortium meeting at least 2 of the past 3 years. The list of attendees will be eligible to cast their vote on the RC applicants.
    e. NSCA staff will upload the qualified applicants' digital headshot and letter of application of eligible applicants to the NSCA webpage and have a 3rd party online voting company contact eligible voters, providing them with the website location of the applicant's headshot and letter of application as well as a unique one-time voting code.
    f. Online voting will open March 1stand close March 31st.
    g. The name(s) of the successful candidate(s) from the online voting will be forwarded to NSCA staff who will in turn forward the information to the RC Chair who will notify the successful and unsuccessful applicants and advise them of the results. The RC Chair will confirm with the successful applicants that they will be attending that year's Consortium meeting at the National Conference and are willing to serve on the RC. The nominee elect will be given 2 weeks to reply (no later than June 1st). If the nominee elect will not attend the National

Conference, the runner up on the list will be contacted and given 2 weeks to respond to the call to service,

h. In the case of a tie, NSCA staff will notify the RC Chair and work with the online voting company to both reopen voting and send an email to the eligible voters advising of the tie and request them to vote on the tied candidates with a second unique one time only code to vote.

E. 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

F. 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:
         a. Preside as a voting participant at all meetings of the RC and the Consortium.
         b. Formalize the agenda for all meetings after receiving input from the RC and/or BOD.
         c. Serve as the official spokesperson of the RC.
         d. Responsible for submitting BOD reports.
      iii. Chair election:
         a. The Chair position shall be filled by the Chair-Elect at the end of his/her term.
         b. The Chair Elect is elected as described under section II.F.d.i
   c. Secretary duties and election:
      i. Secretary duties shall include the following:
         a. Responsible for taking minutes of all meetings.
         b. Responsible for maintaining a written record of all meetings.
         c. Responsible for maintaining roster of RC members.
         d. Any other duties as the Chair may direct from time to time.
      ii. Secretary election:
         a. To be nominated by the RC members at the annual meeting.
         b. 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:
         a. To be nominated by the RC members at the annual meeting.
            i. 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.
         b. Eligibility:
            i. Must be a current RC member, be present at the Research Consortium meeting, and have completed at least one full year on the Committee.
            ii. Must be approved by the NSCA Board of Directors prior to the

individual taking office.

ii. Chair-Elect duties shall include the following:
    a. Monitor the duties of the Chair during the last year of duty.
    b. Establish an "action item" calendar for the summer meeting. This will consist of all the deadlines for abstract submissions and research grants, and the evaluation and notification dates associated with them.

G. 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.

H. 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.

I. Research Committee member replacement Policy:
    a. Executive Council officers:
        i. If 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. If 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. If 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. If an at-large member is removed, 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.
        ii. In the event an at-large member wishes to step down, the committee member must inform the Committee Chair, Board Liaison, and Staff Liaison in writing of their decision to resign their position. If the resigning committee member is the Committee Chair, the Chair must inform the Board Liaison and/or Staff Liaison of their decision.
        iii. The Committee Chair will hold a special meeting/call with the remaining committee 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.
        iv. 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.

J. 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:
        a. Solicit scientific speaker nominations by October 15 of the year that precedes the annual meeting, to provide to the Conference Committee.
        b. To work with the NSCA National Office in coordinating the scientific programs of the annual meetings, which include:
            i. The oral/slide free communications abstract presentations at the NSCA National Conference.
            ii. The poster free communications abstract presentations at the NSCA National Conference.
            iii. The scientific sessions at the NSCA National Conference.
        c. To help the NSCA National Office establish deadlines for abstract submission and review completion.
        d. To coordinate the abstract review process by securing adequate reviewers and establishing guidelines for the review and deadlines for completion of the review.
        e. To secure session moderators, set up the oral presentation format, and establish moderator schedule for the scientific sessions.
        f. To establish judges for both the oral and poster presentation student awards:
            i. 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:
        a. Following a general membership call for nominees, the awards committee will govern the selection of the following awards:
            i. William J. Kraemer Outstanding Sport Scientist Award
            ii. Terry J. Housh Young Investigator of the Year Award
            iii. Nutritional Research Achievement Award
        b. The selection of the research-based awards governed by the Awards Subcommittee of the NSCA Research Committee include the following awards, based on the nominees (for each award) that will be forwarded to the Awards Subcommittee from Headquarters. Headquarters will be responsible for the initial handling of the Award Criteria Sheets, CVs, Personal Statements, and Letters of Recommendation:
            i. William J. Kraemer Outstanding Sport Scientist Award
            ii. Terry J. Housh Young Investigator of the Year Award
            iii. Nutritional Research Achievement Award
        c. For the William J. Kraemer Outstanding Sport Scientist Award, Terry J. Housh Young Investigator of the Year Award, and the 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 are then asked by the NSCA staff to submit relevant materials. The top 3 to 5 nominees will be determined based on the consensus of the Awards Subcommittee following an evaluation of the materials submitted by the nominees using the Award Criteria Sheets, Personal Statement, Criteria Scoresheet, and review of the Letters of Recommendation. In the event of a tie, the Awards Subcommittee will use the points

accumulated within the Awards Criteria sheet to finalize the top 3 to 5 nominees for each award. The number of nominees identified at this stage may vary based on the size of the pool of nominees.

d. The Awards Subcommittee will organize and verify the top nominees meet the criteria (two separate reviews of each nominee).
e. The Chair of the Subcommittee will then provide the Personal Statements, CVs, and Letters of Recommendation of each of the top 3 to 5 nominees to the entire RC for a vote. The top 2 nominees will be identified from this vote.
f. The Personal Statements, CVs, and Letters of Recommendation of the top 2 nominees will be made available to the past award winners, and the namesake of the award for a vote to determine the top awardee (for each award). If there are fewer than 10 past award winners for a given award, the RC vote will determine the awardee. 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.
g. If the past winners and namesake vote results in a tie, the namesake of the award in question will decide the winner. If no award namesake is available, the Personal Statements, CV, and Letters of Recommendation will be made available to the BOD for a vote, and the winner of that vote will be the awardee.
h. 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.

iii. Scientific Content Subcommittee
   a. 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).
      i. Following approval from BOD, will to identify and approve subject matter experts.
      ii. Work to invite authors and subject matters experts to craft position statement.
   b. 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:
   i. Ensure that the subcommittee performs the task(s) assigned to them.
   ii. Provide a written report to the NSCA RC Chair on or before the National Conference.
   iii. Give an oral report at the annual meeting.

K. 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.

L. 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. RC members, and all NSCA volunteers, will not forward or distribute requests from outside parties for surveys, promotion of products or services, assistance with research projects, etc. to NSCA members.
f. Notice of the annual meeting and all special meetings of the RC shall be given prior to the meeting date.
g. A majority of the RC members (5) shall constitute a quorum for the transactions of business at any meeting of the RC.
h. Voting on some issues may take place via e-mail unless four (4) 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 three (3) exist.

M. 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. Any RC member that is nominated for an award is eligible but must recuse themselves from voting for their particular award and correspondence once their nomination is known.

N. 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

A. Membership:
    a. Membership in the Research Consortium is provided to current NSCA members who have attended the annual Consortium at least 2 of the past 3 years, with one meeting being in person, 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, 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.

B. 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 or other Committee Member (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 and volunteer handbook. Any changes must be approved by the NSCA BOD.

APPENDIX I

NSCA POSITION STATEMENT POLICIES AND PROCEDURES

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

1. **Topic Solicitation**
    a. New PS topic proposals are reviewed annually at the NSCA National Conference.
2. **Topic & Lead Author Listing**
    a. Research Committee (RC) selects 0-3 PS proposals.
3. **Board of Directors (BOD) Proposal Approval**
    a. BOD votes whether or not to approve proposal(s).
4. **Section Author List**
    a. Lead author and RC each nominate potential SMEs to contact for each section author position.
5. **Call for Section Authors**
    a. SCS invites list of potential SMEs to apply to serve as section author on task force by submitting author-ship application.
6. **Section Author Selection**
    a. RC votes to select a section author for each section based on section authorship criteria and finalizes task force.
7. **Updated Outline**
    a. Task force submits updated outline that's approved by all authors to SCS for approval.
8. **Manuscript Development**
    a. Lead author works with RC-approved task force to write manuscript and submit initial draft to SCS for peer review within a maximum of one calendar year.
9. **Peer Review**
    a. Peer reviewers review draft and provide comments for task force to address.
    b. First Author submits revised draft to RC with point-by-point responses to peer reviewer comments.
    c. SCS votes on whether to send revised draft back to peer reviewers until all areas have been addressed (repeat step 10a), approve to submit for RC approval, or reject.
10. **RC Review**
    a. RC reviews draft and provides comments for task force to address.
    b. First Author submits revised draft to RC with point-by-point responses to RC comments.
    c. RC votes on whether to request revisions (repeat step 11a), approve to submit for BOD approval, or re-ject.
11. **BOD Review**
    a. BOD reviews draft and provides comments for task force to address.
    b. First Author submits revised draft to BOD with point-by-point responses to BOD comments.
    c. BOD votes on whether to request revisions (repeat step 12b), approve to submit to JSCR, or reject.
12. **Journal of Strength & Conditioning Research (JSCR) Publication**

a. First Author submits BOD-approved position statement to JSCR for proofing and publication

Additional Policies

- No more than 2 first author opportunities, but no limit on number of coauthor opportunities.

APPENDIX II

NSCA POSITION STATEMENT POLICIES AND PROCEDURES

Below are BOD approved policies and procedures for updating existing PS from the NSCA. This review process is facilitated by the RC with final approval by the BOD.

Procedures

1. **Topic Solicitation**
    a. Existing PS will be eligible for update 5 years after publication, and then every 5 years if no update is required.
2. **Topic & Lead Author Listing**
    a. Research Committee (RC) drafts initial ranked list of lead author candidates for topic.
3. **Board of Directors (BOD) Topic & Lead Author Candidate Approval**
    a. BOD votes to approve 3 subject matter expert (SME) candidates to submit applications for lead author position.
4. **Call for Lead Authors**
    a. SCS invites candidates to apply for lead author position of task force by submitting an authorship application and a 1-2-page PS proposal that includes brief outline, draft summary statements, and defined sections with one SME candidate to invite to apply for each section.
5. **Lead Author Selection**
    a. RC votes whether or not to proceed with an update and select a lead author based on lead authorship and proposal criteria.
6. **Coauthor Listing**
    a. RC finalizes list of potential SMEs to contact for each section author position.
7. **Call for Section Authors**
    a. SCS invites list of potential SMEs to apply to serve as section author on task force by submitting an authorship application.
8. **Section Author Selection**
    a. RC votes to select a section author for each section based on section authorship criteria and finalizes task force.
9. **Manuscript Development**
    a. Lead author works with RC-approved task force to write manuscript and submit initial draft to SCS for peer review within a maximum of one calendar year.
10. **Peer Review**
    a. Peer reviewers review draft and provide comments for task force to address.
    b. First Author submits revised draft to RC with point-by-point responses to peer reviewer comments.
    c. SCS votes on whether to send revised draft back to peer reviewers until all areas have been addressed (repeat step 10a), approve to submit for RC approval, or reject.

11. **RC Review**
    a. RC reviews draft and provides comments for task force to address.
    b. First Author submits revised draft to RC with point-by-point responses to RC comments.
    c. RC votes on whether to request revisions (repeat step 11a), approve to submit for BOD approval, or reject.
12. **BOD Review**
    a. BOD reviews draft and provides comments for task force to address.
    b. First Author submits revised draft to BOD with point-by-point responses to BOD comments.
    c. BOD votes on whether to request revisions (repeat step 12b), approve to submit to JSCR, or reject.
13. **Journal of Strength & Conditioning Research (JSCR) Publication**
    a. First Author submits BOD-approved position statement to JSCR for proofing and publication

Additional Policies

- No more than 2 first author opportunities, but no limit on number of coauthor opportunities.

APPENDIX III

NSCA POSITION STATEMENT POLICIES AND PROCEDURES

Below are the BOD approved policies and procedures for developing joint PS and other official documents with other organizations.

1. All proposals and inquiries regarding joint PS, 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 staff liaison. The staff liaison will review the document to ensure it has been fully completed then forward the request to the NSCA Executive Director, so that they are aware of the pending request and review.

3. BOD approval of joint PS request

    a. If the request is denied, the BOD will provide written rationale for the decision to the staff and Board liaison who will forward the decision and supporting rationale to the other organizations point of contact or NSCA member.

    b. If the request is approved, the BOD staff liaison will advise the other organization's point of contact or NSCA member, the members of the Scientific Content subcommittee of the NSCA RC, as well as the Chair of the RC.

4. The SCS 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 7 detailed in Appendix I. This process will include appropriate input from the Board Liaison. The total and number of NSCA authors shall be determined in discussion with the SCS and liaison for the other organization(s).

5. Author approval

    a. Once the proposed authors have been approved by the RC, the author list will be sent to the coordinating organization for their approval.
    b. After approval, the proposed authors will be asked to participate in the paper. After they have agreed to participate, the names and contact details will be forwarded to the liaison from the coordinating organization for their consideration.

    c. In parallel, the SCS will request the names of the collaborating organization(s) proposed authors for review by the Scientific Content subcommittee.

6. After review of the other proposed authors, the Scientific Content subcommittee will provide the SCS 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 staff liaison on behalf of the authors for review and approval.

8. The staff liaison 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 staff liaison 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 lead author in coordination with submission to the corresponding organization's journal, if applicable, so publication in both journals is simultaneous.

12. The final 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.

APPENDIX IV

NSCA POSITION STATEMENT POLICIES AND PROCEDURES

The NSCA welcomes the opportunity to consider endorsing Scientific Statements or Recommendations from outside organizations. The RC of the NSCA will lead the peer review and make a recommendation to the 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 the NSCA Executive Director.

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 staff liaison. The staff liaison will review the document to ensure it has been fully completed then forward the request to the NSCA Executive Director, so that they are aware of the pending request and review.

3. BOD endorsement approval

    a. If the request is denied, the BOD will provide written rationale for the decision to the staff liaison who will forward the decision and supporting rationale to the other organizations point of contact or NSCA member.
    b. If the request is approved, the BOD staff liaison will advise the other organization's point of contact or NSCA member, the members of the Scientific Content Subcommittee of the NSCA RC, as well as the Chair of the RC.

4. The SCS 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 7 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 SCS will contact them and ask if they agree to participate in the review process. If the proposed reviewer agrees the SCS will forward them the document and establish:
    a. scope and purpose of the endorsement,
    b. 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 for approval.
b. If revisions are needed the document and comments will be returned to the reviewers by the SCS. After appropriate changes are made, the document will be returned to the Board Liaison for review and then forwarded to the NSCA Board for review and approval.

Template for initial review of request to develop a joint position statement to endorse a position statement or other document 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 Certificate 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.

_____

_____

_____

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:_____