National Strength and Conditioning Association

Volunteer Handbook and Reference Manual

Prepared by
NSCA Membership Department

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Lead / Volunteer

NSCA™ National Strength and Conditioning Association

Purpose of This Handbook

The Volunteer Handbook and Reference Manual has been created to provide you with the information necessary to successfully complete your duties and responsibilities. It is requisite that you read, refer to, and abide by this handbook.

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NSCA Mission Statement

As the worldwide authority on strength and conditioning, we support and disseminate research-based knowledge and its practical application, to improve athletic performance and fitness.

Policies and Procedures

An understanding of the NSCA volunteer policies and procedures will be obtained by a careful reading of this handbook. You are required to read this manual, sign the Volunteer Acknowledgement Form (Appendix A), and mail the signed form to the Volunteer Coordinator at the National Headquarters.

What You Can Expect From the NSCA

Volunteer privileges and expectations may include:

1. Being assigned volunteer duties according to your training, interests, and availability.
2. Being trusted with confidential information appropriate to your assignments.
3. Receiving orientation, training, and guidance for the volunteer position accepted.
4. That your volunteer records, documenting your activities, will be kept.
5. That your staff liaison will be available to provide assistance.
6. Having greater opportunities to network with other strength and conditioning professionals.
7. To work in a collegial environment that will encourage investment in the NSCA.
8. That your suggestions regarding your volunteer assignments will be valued.
9. That you will be recognized for your volunteer contributions to the NSCA.

What the NSCA Expects From You

The NSCA's expectations may include, but are not limited to:

1. That you shall learn and accomplish your duties promptly, correctly, and pleasantly.
2. That you will cooperate with the NSCA staff and your fellow volunteers.
3. That you shall be proactive in your personal professional development.
4. That you shall refrain from public criticism of the members and the NSCA staff.
5. That you shall attend the training and meetings scheduled for your assignment.
6. That you shall promptly inform your staff liaison of any absences or lateness.
7. That you shall dress and act appropriately when representing the NSCA.
8. That you shall report any incidents that might bring discredit to the NSCA.
9. That you shall actively encourage all members and volunteers to abide by the Code of Ethics (Appendix B), Code of Conduct (Appendix C), and the polices of the NSCA.
10. That you shall honor the NSCA's Privacy Policy.
11. That you shall support proper and authorized use of NSCA resources.
12. That you shall honor property rights including copyrights and patents.
13. That you shall maintain the confidentiality of privileged information entrusted to you.
14. That you will serve a three-year term, with the option of a second term.

Volunteer Benefits

Benefits to volunteers may include, but are not limited to:

1. Assisting in the fulfillment of the NSCA Mission.
2. Creating investment and loyalty in the members of the NSCA.
3. The development of marketable skills for future career opportunities.
4. Training and other educational opportunities.
5. Documentation of training and work experience.
6. Liability insurance while performing volunteer activities.

Absence and Lateness

If you are unable to report for your volunteer duties, if you will be arriving late, or if you are unable to meet the volunteer job requirements, contact your staff liaison immediately. This will provide time to arrange for someone to cover your position or to advertise for a replacement. Excessive absences may result in termination.

Term of Service

The first day of your acceptance or date of ratification by the Board of Directors, depending upon the assignment, will be your anniversary date.

1. Your length of service will not exceed three (3) years.
2. You may be appointed for a second term. But at the conclusion of the second term you cannot serve a third term.
3. You must commit to a committee or SIG Executive Council position for a minimum of two (2) years.
4. Chairs may only serve one term as the chair.
5. You may only serve two (2) terms on any committee.
6. You may not serve on two (2) committees consecutively.

Attendance

Sign-in sheets will be used to keep an accurate record of your contribution to the NSCA. Volunteers shall sign in at the specified meetings they are required to attend during the National Conference.

Background Check

The NSCA reserves the right to conduct a background check of any volunteer. In order to conduct a background check a signed consent for the release of information shall be obtained. Any individual who refuses to comply with this request will not be permitted to work as a volunteer for the NSCA.

Term of Commitment

The term of commitment is three years. For most assignments volunteers are asked to make a minimum commitment of two hours each week. Some assignments may require a longer or more flexible commitment.

Communication

Updates of NSCA programs and benefits are published on the website, in the *Bulletin*, and in the *Strength and Conditioning Journal*. You should familiarize yourself with these updates to be current on what the Association is doing.

Board of Director's motions that affect volunteer duties and the Association are posted on the NSCA Website following each conference at http://www.nsca-lift.org/Minutes/. You may also ask your Board of Directors liaison or staff liaison for additional information.

Computer Software (Unauthorized Copying)

The National Strength and Conditioning Association does not condone the illegal duplication of software. Title 17 of the U.S. Code clearly states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

Volunteers shall not copy or use copies of any NSCA software for personal use. Volunteers shall not load personal software on NSCA computers. Unauthorized duplication of software is a Federal crime and will be reported to the proper authorities.

Confidential Information

The NSCA is obligated to maintain each member's confidentiality and to protect their privacy. Information of a confidential nature may be shared with you in fulfillment of your duties. You must not share this information with anyone who does not have a professional need to know. Additionally, no one is permitted to remove or make copies of any NSCA records, reports, or documents without permission. Release of confidential information to unauthorized persons may result in immediate termination of your service, ethical and conduct inquiries, and possible legal action.

Dependability

Please be prompt and reliable. We know there may be times when your service will not be available. Please inform your chair or staff liaison of your unavailability as far in advance as possible.

Dress Code

When representing the NSCA you are expected to dress in business or business-casual attire that is neat and conservative. During those times when you are participating in or leading "hands-on" sessions your attire should be modest and appropriate to the situation. If your staff liaison feels your attire is inappropriate for the situation you may be asked to change into the proper attire.

Equal Opportunity

The NSCA does not discriminate against any person. All assignments made for volunteers are based upon availability, dependability, educational background, certifications, and/or member status.

Exit Interviews

At the end of volunteer service, or if a volunteer chooses to resign, an exit interview may be requested. The purpose of this exit interview is to assist the NSCA in identifying areas of improvement.

Expense Reimbursement

You must have written authorization from your staff liaison or the Volunteer Coordinator prior to incurring any expense on behalf of NSCA. To be reimbursed for any authorized expenses you must submit an expense report and the associated receipts. Commitment to participate as a volunteer for the NSCA is strictly voluntary.

Grievance Resolution

In order to provide prompt and efficient evaluation of, and response to grievances, the NSCA has established a Grievance Procedure for all volunteers. It is NSCA policy to give full consideration to any grievance without discrimination or harassment.

Under this policy, a grievance is defined as any event, condition, or practice which the volunteer believes violates his or her civil rights or creates a hostile work environment.

The Grievance Procedure:

1. **Address your grievance to your Committee/SIG Chair.** Discuss the matter with your immediate volunteer supervisor. If a satisfactory resolution cannot be reached, proceed to the next step.

2. **Submit your grievance in writing to the NSCA Membership Director.** The Membership Director, Volunteer Coordinator, and your staff liaison will review your written grievance and ask you to meet with them either in person or by conference call. At this meeting you should feel free to openly discuss your grievance. If a resolution cannot be reached then your written grievance will be forwarded to the Executive Director.

3. Meet with the Executive Director.
The grievance will be discussed with the pertinent parties and a decision rendered. The Executive Director's decision shall be final and binding.

Soliciting Gifts, Tips, or Favors

It is contrary to the Code of Ethics (Appendix B) and Code of Conduct (Appendix C) to accept or solicit gifts, tips, or favors from NSCA affiliates, members, member's families, or member's friends. You shall not promote your own business enterprise, political agenda, religious beliefs, or solicit for a private charity while volunteering for the NSCA.

Harassment

Volunteers for the NSCA should be able to work in an environment that is collegial and free from intimidation, hostility, or offensive behaviors. Harassment of any kind will not be tolerated.

The NSCA will not tolerate sexually inappropriate behavior of any kind. This would include, but is not limited to, verbal or physical misconduct, either implicit or explicit. This behavior creates an intimidating and hostile work environment. If you feel that you are being harassed please follow the guidelines under Grievances Resolution in this handbook.

Introductory Period

Your first 60 days of volunteering for the NSCA are considered an introductory period. This introductory period will be a time for you to get to know fellow volunteers, your staff liaison, and your particular duties. If you have questions or feel incapable of fulfilling your duties please speak with your chair or staff liaison.

Job Description

The Volunteer Coordinator maintains job descriptions for each volunteer position. When your duties and responsibilities are changed, your volunteer job description will be updated. If you wish to see your volunteer job description, please ask your staff liaison.

Parking (NSCA-based volunteering)

NSCA volunteers may park in the parking lot located at the NSCA Headquarters. Please keep in mind that the parking spaces adjacent to the building are for visitors.

If you should damage another car while on NSCA premises immediately report the incident to your staff liaison. NSCA does not assume any liability for any loss or damages you may sustain.

Personal Phone Calls (NSCA-based volunteering)

Personal phone calls should be kept to a minimum and must not interfere with your volunteer duties. If you are working at the NSCA Headquarters you are permitted to make local calls on NSCA telephones for essential personal business but they must be brief.

Personal Use of Association Property

In some instances, with prior approval, volunteers may be allowed to use NSCA equipment or tools for personal use while on the NSCA premises. The NSCA is not liable for personal injury incurred while using NSCA property for personal projects. As an NSCA volunteer you accept full personal responsibility and all liabilities for any and all injuries, damages, or losses associated with the use of NSCA equipment or tools while they are in your custody and care. Furthermore, you are responsible for returning the equipment or tools to the NSCA in the same condition as when they were checked out to you. If the equipment is damaged or lost, you will be required to pay for repair or replacement.

Resignation

Should it become necessary for you to resign your volunteer position with the NSCA you shall notify your staff liaison and committee chair as far in advance as possible and make arrangements for an exit interview.

Restricted Areas

In the interest of safety and security, certain portions of the NSCA facilities or areas at sponsored events may be restricted to authorized personnel. Such areas will be clearly marked and admission will not be permitted.

Security

Maintaining the security of NSCA assets is every volunteer's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and emergency equipment and familiarize yourself with the proper procedure for using them.

Smoking

The NSCA is a non-smoking facility and property. The use of any tobacco products in the building or on the premise of the NSCA is strictly prohibited. Additionally, volunteers shall not use any tobacco product while acting in their capacity as a representative of the NSCA.

Substance Abuse

Use, possession, or sale of drugs or other controlled substances is against the law and strictly prohibited by the NSCA. Violations will be reported to the proper authorities for appropriate action.

Theft

Theft is considered to be the unauthorized personal use of NSCA services, property, or facilities. Action will be taken against violators. The following list of examples is provided to illustrate some of the activities that are unacceptable.

1. **Use of Association copy machines for personal use.** The Association copiers are for official business only.
2. **Use of NSCA computers and printers for personal use.** NSCA computers (the computers in NSCA offices, or laptops made available for volunteers away from the Association) and printers are to be used exclusively for NSCA business.
3. **Use of NSCA phones.** See personal phone calls above.

Standards of Volunteer Conduct

Your signed Volunteer Acknowledgement Form (Appendix A) indicates your willingness to abide by the NSCA Code of Ethics (Appendix B) and the NSCA Code of Conduct (Appendix C). Violations of these Codes may require a review by the Ethics Committee. The purpose of these Codes is not to restrict your rights, but rather to be certain that you understand what is expected of you as a representative of the NSCA.

Unacceptable Activities

Generally speaking, we expect each volunteer to act in a mature and responsible way at all times. However, to avoid any possible confusion, the general guidelines for volunteer conduct have been explained in this Volunteer Handbook and Reference Manual. Listed below are some specific activities that are objectionable. If you have any questions concerning any volunteer or safety rule or any of the unacceptable activities listed, contact your staff liaison for an explanation.

- Any deliberate action that is obviously detrimental to the NSCA.
- Negligent or careless action which endangers the life or safety of another person.
- Possession or consumption of alcoholic beverages at NSCA events designed for the participation of minors.
- Possession of weapons on NSCA property or at NSCA events.
- Engaging in criminal conduct.
- Insubordination or refusal to obey instructions properly issued by your staff liaison.

- Threatening, intimidating, or coercive behavior toward any member of the NSCA.
- Willfully and knowingly misrepresenting yourself or falsifying documents, reports, or records to the NSCA.
- Using profane, insulting, harassing, or otherwise offensive language while in the conduct of your duties.
- Malicious gossip or spreading rumors; engaging in behavior designed to create discord; interfering with another volunteer or NSCA staff member in the completion of their duties.
- Immoral or indecent conduct on NSCA property or at NSCA events.

Termination of a Volunteer

The NSCA has the right to terminate a volunteer without cause. In general, failure to adhere to policies and procedures of the NSCA is cause for immediate release.

Volunteer Orientation

New volunteer orientation will be provided by the staff liaison, chair, and/or the Volunteer Coordinator as the situation dictates. The orientation will cover those areas pertinent to the volunteer position.

Reporting Volunteer Activities

Volunteers are required to submit an annual report documenting their service. State/Provincial Directors should refer to the State/Provincials Director's Handbook. Committee and SIG Chairs are to submit their reports to their staff liaison not later than May 21st each year (see Appendix D).

Meeting Minutes

Meeting minutes from conference calls and annual meeting are due to your staff liaison no later than 30 days following the conference call or meeting.

Appendix

Appendix A – Volunteer Acknowledgment Form

Receipt and Acknowledgment of
National Strength and Conditioning Association
Volunteer Handbook and Reference Manual

The 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 will serve as a guide to your service to the NSCA. The Volunteer Handbook and Reference Manual is not the final word in all cases. Individual circumstances may call for individual consideration.

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.

- I have received and read the National Strength and Conditioning Association Volunteer Handbook and Reference Manual.
- I understand and acknowledge that the policies and procedures described herein 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.
- I understand and acknowledge that by virtue of my volunteer position confidential information may be made available to me and that I may not release this information.
- I understand that my signature below indicates that I have read, understand, and acknowledge the above statements.

_____ _____

Volunteer Signature Date

_____ _____

Membership Director Signature Date

Appendix B – NSCA Code of Ethics

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION CODE OF ETHICS

(Adopted January 4, 2008)

Preamble

The National Strength and Conditioning Association (NSCA) is committed to the principles of ethical behavior that shall be followed by all members. The Code of Ethics is intended to establish and maintain high standards and professionalism for the strength training, conditioning, and personal training professionals. It is also intended to enhance the effectiveness of our organization in supporting its mission. Members are expected to adhere to these standards of integrity and honesty, encourage ethical behavior and report unethical behavior among the membership.

The 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 Code of Ethics. When a conflict exists between the Code of Ethics and the law, the law prevails.

Principle 1:

1. Members shall respect the rights, welfare, and dignity of all individuals.
2. Members shall not discriminate on the basis of race, color, sex, age, religion, or national origin.
3. Members shall provide competent, fair, and equal treatment to all individuals.
4. Members shall preserve the confidentiality of personal and privileged information of the athlete, client or the NSCA.
5. Members shall 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.

Principle 2:

1. Members shall comply with all applicable state, local and federal laws.
2. Members shall comply with all institutional guidelines.
3. Members shall comply with all copyright laws.
4. Members shall be familiar with and follow the NSCA Bylaws and all applicable policies, procedures, rules, standards and guidelines.
5. Members shall not condone or engage in any illegal behavior.

Principle 3:

1. Members shall maintain and promote high standards.
2. Members shall not misrepresent, either directly or indirectly, their skills, training, professional credentials, identity or services.
3. Members shall only provide services that they are qualified to provide through education or experience and which are allowed by practice acts and other pertinent regulations.
4. Members shall refer athletes or clients to more qualified fitness, medical, or health care professional when appropriate.
5. Members who are researchers or educators shall maintain and promote ethical conduct in research and educational activities.
6. Members should strive to continuously improve knowledge, skills, and techniques to protect the athlete or client from injury.

Principle 4:

1. Members shall not engage in any behavior or form of conduct that adversely reflects on the NSCA.
2. Members should conduct themselves personally and professionally in a manner that does not compromise their professional responsibility.
3. Members shall not place financial gain above the welfare of the NCSA, athletes or clients, and shall not in any arrangement exploit the NSCA, athlete or client.
4. Members shall avoid substance abuse and, when necessary, seek rehabilitation for chemical dependency.

Reporting Ethics Violations

Any person who holds a valid membership in the NSCA, and was an active member at the time of the alleged incident, may make a complaint alleging an ethics violation. Complaints must be filed with a member of the Board of Directors or NSCA Executive Director. Information supporting the allegation must be specific and provide as much documentation as possible. Once submitted, all complaints will be evaluated by the Ethics Committee and the pre-established procedures will be followed.

Enforcement Policy

The NSCA has the inherent power and duty to prescribe standards of conduct for its membership; to determine what constitutes grounds for the discipline of members; and to impose discipline upon any member whose failure to comply with the Code of Ethics of the NSCA has been established.

The discipline of members is for the protection of the public, the profession, and the maintenance of the standards and principles of the NSCA.

Definitions

The following definitions shall apply wherever used in the Code of Ethics:

NSCA: National Strength and Conditioning Association

Member: Any person who is a member in good standing in the NSCA, and was an active member at the time of the alleged incident.

Charges: A written statement prepared by the Ethics Committee as a result of an investigation of a complaint and submitted to the Board of Directors.

Formal Charge: A written charge by the Ethics Committee, or Board of Directors, that disciplinary action is warranted.

Code: The Code of Ethics of the NSCA, together with such amendments thereto, as may from time to time be approved by the NSCA Board of Directors.

Complainant: Any NSCA Member, who was an active member at the time of the alleged incidence, who makes a complaint.

Complaint: Any written statement made by any person alleging conduct on the part of a member which, if true, would constitute a violation of the Code of Ethics.

Misconduct: Determination that a member violated the Code of Ethics.

Rule 1. Jurisdiction

A. Every member admitted to membership in the NSCA is subject to the exclusive disciplinary jurisdiction of the NSCA.

Rule 2. Grounds for Discipline

A. It is the duty of every person who is subject to this Code of Ethics to conduct himself or herself at all times, both professionally and personally, in conformity with the standards imposed upon them for that privilege.

B. Acts or omissions by a member, individually or in concert with any other person or persons, which violate the Code of Ethics, shall be grounds for discipline, whether the act or omission occurred in the course of an activity associated with the affairs of the NSCA or otherwise.

Rule 3. Types of Discipline

A. Misconduct shall be grounds for:

1. Termination of membership by the NSCA; or
2. Suspension, which may include all membership rights and privileges, by the NSCA for a fixed period of time; or
3. Probation by the NSCA in lieu of suspension, on such terms as the NSCA may designate; or
4. Censure (i.e., a formal reprimand) by the NSCA; or
5. A warning or admonition issued in the form of a Cease and Desist Letter by the NSCA; or
6. Removal from a position in which the person serves, subject to applicable provisions of the NSCA Bylaws, policies and procedures.

B. The NSCA Board of Directors may deviate from the above designated types of discipline from time to time, as it determines that the circumstances warrant.

Rule 4. The Ethics Committee

The President of the NSCA shall appoint an Ad Hoc Ethics Committee (here after referred to as the Ethics Committee).

A. Ethics Committee membership:

1. All members of the Ethics Committee must be a NSCA Member in good standing.
2. The Ethics Committee must have at least two NSCA Board Members on the committee.

B. The Ethics Committee shall have the following powers and duties:

1. Process complaints and exercise the disciplinary powers and duties described in Section C, below.
2. In its discretion, render to a member upon his or her written request an advisory opinion or an interpretation of rules of professional conduct under the Code of Ethics regarding anticipatory conduct on the part of a person who is subject to this Code of Ethics.
3. Make appropriate arrangements, through its Chairman, for and with approval of the Board of Directors, for publication and dissemination of such advisory opinions as the Ethics Committee deems of general interest to the members.

C. The Ethics Committee shall have the following disciplinary powers and duties:

1. Review all complaints and charges presented to it by the NSCA or its members.

2. After reviewing the charges, dismiss any complaints upon being satisfied that they are without foundation and merit.

3. With Board approval, issue a reprimand if the complaint indicates a matter not appropriate for a formal charge.

4. To issue a Cease and Desist Letter

5. Determine if there are reasonable grounds for discipline and formal charges are warranted.

6. Conducts its own investigation of all complaints.

7. Investigate, on its own motion, any act of unprofessional conduct of a person who is subject to this Code of Ethics. Submit a report to the Board of Directors of the Committee's recommendation on all complaints not dismissed by the Committee.

8. Notify a person who is subject to this Code of Ethics in writing that he or she is the subject of a complaint in accordance with the procedures stated below.

Rule 5. Procedure

A. All complaints must be in writing and filed with a member of the Board of Directors or NSCA Executive Director.

B. All complaints received by any other person shall be transmitted forthwith to a member of the Board of Directors or NSCA Executive Director.

C. All investigations, whether upon complaint or otherwise, shall normally be initiated by the Ethics Committee.

D. When it appears to the Ethics Committee that allegations of misconduct in the complaint fail to describe conduct which, if true, would constitute grounds for discipline, the Ethics Committee may decline to further investigate and shall so advise the complainant in writing with a proper explanation within 15 days of its receipt. The Board of Directors will receive a copy of this report.

E. If, upon conclusion of any investigation, the Ethics Committee determines there are not reasonable grounds for discipline of a member against whom a complaint is directed, the Ethics Committee shall dismiss the complaint and shall so advise the complainant, the persons against whom the complaint is directed, and Board of Directors in writing with proper explanation. The Ethics Committee shall further advise such complainant that an appeal may be taken to the Board of Directors of the NSCA.

F. If it appears to the Ethics Committee that allegations of misconduct in the complaint do describe conduct which, if true, would constitute grounds for discipline, the Ethics Committee shall notify the person against whom the allegations are directed that he or she is the subject of a complaint. Within 15 days of the receipt of the complaint, the Ethics Committee will furnish the member with a copy thereof by certified mail, return receipt requested.

G. Upon receipt of notice of a complaint from the Ethics Committee, the person against whom the complaint is directed shall prepare and submit to the Ethics Committee, in writing, within 15 working days of receipt of such notice, a response to the complaint, or a response stating that he or she refuses to answer. For good cause, the Ethics Committee may in its discretion grant additional time for the filing of a response.

H. If, upon conclusion of any investigation, the Ethics Committee determines that there are reasonable grounds for discipline of a member against whom a complaint is made, the Ethics Committee shall reduce the complaint to a formal charge specifying with particularity the allegations which constitute the basis thereof, the grounds for discipline, and provisions which appear to have been violated, and immediately forward said formal charges and either the Ethics Committee's investigation file, or a copy thereof, to the Board of Directors. At the same time that formal charges are provided to the Board of Directors, the Ethics Committee will furnish the member with a copy of the formal charges by certified mail, return receipt requested.

I. Upon receipt of the formal charge and file from the Ethics Committee, the Board of Directors shall within 30 days review the same and consistent therewith either:

1. Determine the charges, if true, would not constitute grounds for a violation of the Code of Ethics and dismiss the charges.

2. Determine the charges, if true, would constitute grounds for discipline, but no public interest would be served by continuing to process the formal charges, and thereupon prepare and issue to the person against whom the complaint is directed a reprimand which shall be made a permanent part of the file of the Ethics Committee. This reprimand may be received as evidence in any subsequent disciplinary proceedings against the person against whom the complaint is directed.

3. Determine that a hearing is necessary to ascertain if there are reasonable grounds for discipline of the person against whom the complaint and formal charges are directed which may require a disciplinary action other than a reprimand.

4. The Board of Directors will promptly provide the member with notice of such determination by certified mail, return receipt requested. Notice will be sent to the person's address registered with the NSCA or addressed to his or her last known residence or place of business. The member will have the opportunity to file a written answer to the formal charges by submitting the answer to the Board of Directors within 15 days after the member's receipt of such notice of the hearing.

5. At least 30 days prior to the hearing, the person against whom the complaint is directed shall be given, in writing by certified mail, return receipt requested, the time and place of the hearing, list of charges to be determined at the hearing, the witnesses who will be involved, the right to be represented by counsel at the hearing if so desired, and the right to present witnesses in his or her behalf in response to the charges at issue, and to cross-examine witnesses. Notice will be sent to the person's address registered with the NSCA or addressed to his or her last known residence or place of business.

6. The hearing shall be conducted by a hearing panel consisting of three members of the Board of Directors, as designated by the NSCA Presi-

dent. The hearing panel shall consider only the complaint and formal charges of which the person against whom the complaint is directed has received notice.

7. Within 45 days following the termination of the hearing, the hearing panel will render a written decision, which shall constitute the decision of the Board of Directors, and the person against whom the complaint is directed will be advised by certified mail, return receipt requested, of the results of the hearing and action of the Board of Directors. The decision of the Board of Directors is final, and not subject to appeal.

Rule 6. Publication of Disciplinary Actions

The following will be published by the NSCA on one occasion in NSCA regularly printed or electronic media:

A. In the case of a final decision by the Board of Directors which imposes discipline arising from a complaint, (i) the name of the member who has been disciplined, (ii) the nature of the complaint, and (iii) the discipline imposed.

B. In the case of a reprimand or Cease and Desist Letter issued by the Ethics Committee, the fact that discipline has been issued, but without identification of the member who was the subject of the discipline.

Rule 7. Related Civil or Criminal Litigation

A. Similarity of the substance of a complaint to the material allegations of pending criminal or civil litigation may, but shall not in itself, prevent or delay disciplinary proceedings against the person involved in such litigation.

B. The acquittal of the person on criminal charges, or a verdict or judgment in his or her favor in civil litigation involving material allegations similar in substance to a complaint, shall not in and of itself justify termination of disciplinary proceedings predicated upon the same or substantially the same material allegations.

Appendix C – Code of Conduct

NATIONAL STRENGTH AND CONDITIONING ASSOCIATION CODE OF CONDUCT

POLICY: Those who choose to serve the NSCA, whether as volunteers or as paid staff, 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 the NSCA's trust and public confidence are enhanced.

The members of the NSCA's Board of Directors, officers, and members of committees owe to the NSCA the same duties of care and loyalty as are owed by directors of non-profit corporations organized under the laws of the State of Colorado. 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 the NSCA.

CODE: This Code of Conduct establishes minimum standards of acceptable conduct. It should be read and complied with by every NSCA volunteer and employee. For this purpose, the term "volunteer" includes the members of the NSCA's Board of Directors, officers, and members of every NSCA committee (including the NSCA Certification Commission Executive Council), and the term "staff" includes all employees of the NSCA (including the NSCA Certification Commission). This Code of Ethics provides a framework of integrity for interactions with or on behalf of the NSCA.

Accordingly, volunteers and staff 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 the 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 the NSCA, or which are unethical or unlawful.

6. Assist the NSCA's 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 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. 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.

ENFORCEMENT: Any violation of this Code of Conduct will subject the person to the jurisdiction of the NSCA Ethics Committee and the processing of any violation under the procedures of the NSCA Code of Ethics, as such may be amended from time-to-time; provided, however, that this will not preclude any action (i) under the NSCA Bylaws or applicable law for removal of a director or officer or (ii) for discipline or termination of an employee of the NSCA under applicable policies or procedures of the NSCA or applicable law.

Appendix D – Annual Report Template for Committees and Special Interest Groups

(Due by May 1st each year)

Title of Committee or SIG

Report to the NSCA Board of Directors

July <<enter current year>>

SIG or Committee Members

List all members, titles, contact information, and term of service.

Committee's/SIG Purpose

List the Board of Director approved purpose.

Overview of Committee/SIG Activities

List and describe all of the activities participated in with the results accomplished.

Goals for the Upcoming Year

List the goals and direction anticipated.