NATA

NATA guidelines regarding lists for members conducting surveys

NATA certified members requesting lists for research purposes will be referred to their district secretary for approval of their project. NATA will provide address lists or email lists for approved research projects by certified members at the lowest rate (9 cents/name) – prepayment and a signed one-time use agreement required. There is no limit to the number of contact names a certified member can request for his/her project. NATA does not offer an email broadcast service for certified members' research broadcasts.

Student members sending up to 1,000 surveys can be done via email: A broadcast to a maximum of 1,000 email addresses can be provided for student members conducting research projects. NATA has the ability to provide a random sample of the population, if it exceeds 1,000. NATA will transmit the cover letter (containing a link to the member's questionnaire) via email to recipients. The transmission will be labeled as coming from the researcher. If a follow-up reminder is desired, NATA will transmit a second letter to the same members selected for the original broadcast.

Student member surveys of more than 1,000 will be conducted via U.S. mail: Since email lists are not available in quantities above 1,000, member research that requires a population greater than 1,000 is handled in the following manner. NATA can provide name and address of the population desired so the member can send the hard copy surveys via U.S. mail. The member must sign an agreement indicating the data will be used only one time and only for the stated purpose. NATA will forward the data electronically to the member, who can then print the labels for the mailing. If a follow-up reminder is desired, the member must once again sign a "one time use" agreement for the second mailing.

Disclaimer: The NATA Board of Directors has implemented this policy in regards to student surveys:
Graduate Student Surveys: When a graduate student asks the national office for a mailing or email list to send a survey, s/he is referred to the relevant district secretary. If the survey meets the District Secretaries/Treasurers Committee's requirements, the graduate student is given approval to receive a free list. The board was concerned the recipients may think the surveys are NATA-sponsored. The board asked that the graduate students be required to print a disclaimer at the beginning of the questionnaire to alleviate this confusion. This wording was subsequently developed: "This student survey is not approved or endorsed by NATA. It is being sent to you because of NATA's commitment to athletic training education and research." (6/13/02)

NOTE: THIS POLICY IS SUBJECT TO CHANGE WITHOUT NOTICE.
Only NATA student members may access this service.

NATA

NATIONAL ATHLETIC TRAINERS' ASSOCIATION, INC.
RESEARCH STUDY
Contact List Request Form

NATA

Request Date: _____ Date Needed: _____

Member Making Request: _____

NATA Member Number _____ (Required) Student Member? __Yes __No

Mailing Address: _____

_____

City: _____ State: _____ Zip: _____ Phone: _____

E-Mail Address: _____ Fax: _____

Title of Study: _____

_____

Purpose Statement: _____

_____

Institution where Research is Being Conducted: _____

Advisor's Signature (if applicable): _____ Date: _____

Funding Source of Study: _____

** **Please include a copy of your survey instrument, informed consent form, and documentation of approval from your Institutional Review Board (IRB).**

** **Student Members: If you are requesting an email broadcast from the National Office for notification of a web site for your survey, you MUST provide the letter of announcement that you plan on using in the broadcast as well as your current email address.**

Send this form to your District Secretary for processing.
Pease allow three to four weeks for delivery.

NATIONAL ATHLETIC TRAINERS' ASSOCIATION, INC.
RESEARCH STUDY
Contact List Request Form

Type of Contact: Labels: _____ Comma, Quote Delimited E-mail Attachment-Format or MS Excel
Email Survey: _____Email broadcast service by National Office (max. 1000 recipients)
(available to student members only)_____Name and address file by email attachment to accompany email broadcast service (for second reminder)

All Districts or Specific District(s): _____
State(s), International, Other (specify): _____
_____
_____

Member Type:
____ All Categories
____ Regular Certified
____ Student Certified
____ Retired Certified
____ Associate
____ Student-Undergrad
____ Student-Graduate
____ Intl NonCertified
____ Intl Certified

Setting:
____ College/University
____ Two Year Institution
____ Secondary School
____ Clinic
____ Hospital
____ Professional Sports
____ Industrial/Occupational
____ Corporate
____ Amateur/Recreational/Youth Sports
____ Military/Law Enforcement/Government
____ Health/Fitness/Sports/
____ Performance Enhancement Clinics/Clubs
____ Independent Contractor
____ Unemployed
____ Other
____ Student

CONTACT LIST USE AGREEMENT

I certify that the requested NATA mailing list will be utilized by the above-mentioned organization/individual only for mailing of the study specified. I verify that the list will not be duplicated, copied, or reproduced in any manner, but only for the aforementioned one-time use. One-time use does not allow the purchasing/receiving entity to provide NATA's members with a "subscription" or any other product or service that reaches members in any way more than once without the member's individual consent. . The email addresses provided for student members are not to be shared among the recipients of your mailing. You agree that any broadcast email will not contain other recipients' email addresses in the "To:" or "Cc:" field. To send a broadcast email from Microsoft Word, we have provided instructions in the members-only section of the NATA Web site. Go to: https://www.nata.org/members1/documents/mass_email_instructions_for_nata.pdf. Members agree to abide by policies and procedures of the NATA. Failure to abide by these requirements is a violation of such policies and may subject the user to sanctions by the NATA Ethics Committee.

_____ _____
Applicant Signature Date

_____ _____
Approved by (District Secretary) Date

SAMPLE Contact Cover Letter for student surveys

Dear Fellow Certified Athletic Trainer:

I am a master's degree candidate at (**University Name**), requesting your help to complete part of my degree requirements. Please follow the link at the end of this letter to an online survey titled: (**Title of Project**).

This student survey is not approved or endorsed by NATA. It is being sent to you because of NATA's commitment to athletic training education and research.

The questionnaire consists of __ demographic questions and __ Likert Scale (1-very uncomfortable to 5 very comfortable) questions, which will take about five to seven minutes to complete.

One thousand randomly selected certified NATA members in (**Location Demographic**) with a listed email address are being asked to submit this questionnaire, but you have the right to choose not to participate. The (**University Name**) Institutional Review Board has approved this study for the Protection of Human Subjects.

This is a completely anonymous questionnaire and upon submission, neither your name nor email address will be attached to your answers. Your information will be kept strictly confidential.

As a fellow certified athletic trainer, your knowledge and opinions regarding this topic makes your input invaluable. Please take a few minutes to fill out the anonymous questionnaire you will find by clicking on this link and submit it by (Date):

(**http://web page link/**)

Thank you for your time and consideration.

Sincerely,

Name of Member and Credentials
Institution Name
Address
Email Address

Participants for this survey were selected at random from the NATA membership database according to the selection criteria provided by the student doing the survey. This student survey is not approved or endorsed by NATA. It is being sent to you because of NATA's commitment to athletic training education and research.