NORTH AMERICAN SOCIETY FOR THE PSYCHOLOGY OF SPORT AND PHYSICAL ACTIVITY POLICY MANUAL

Last Update: June 12, 2013
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I. CONSTITUTION AND BY-LAWS

Article 1. Name
The name of this Society shall be the North American Society for the Psychology of Sport and Physical Activity.

Article 2. Purpose
The purpose of the Society is to develop and advance the study of Motor Behavior (development, learning, and control) and Sport and Exercise Psychology.

Article 3. Membership
Membership in this Society shall be available to all individuals who are interested in sport and exercise psychology or motor behavior and who pay membership dues. The membership year shall run from January 1 to December 31. All members have equal privileges of voice, vote, and holding office in this Society. New members who apply after October 1 will start their membership on January 1 of the next year. Members who renew after October 1 will have their membership dues apply to the current year and not the next year.

Article 4. Dues
Annual dues, payable to NASPSPA by check or approved credit card, shall be determined by the vote of the membership upon recommendation of the Executive Committee.

Article 5. Officers
5.1 The officers of this Society shall consist of the following: a President, a President-Elect, the immediate Past-President, a Secretary-Treasurer, a Communication Director, and a Student Representative. The terms of office for the President, President-Elect, immediate Past-President, and Student Representative shall be one year. The terms of office for the Secretary-Treasurer and Communication Director shall be two years. Terms of office shall begin on July 30. All necessary transition arrangements should be completed by this date with one exception - the outgoing Secretary-Treasurer will make contributions to the Fall Newsletter. Each Officer shall serve until a successor is elected.

5.2 If the office of President should become vacant, the unexpired term shall be filled by the President-Elect. Should the office of the President-Elect become vacant, the Secretary-Treasurer shall fill it. The Society, at the next Annual meeting, will elect a President or a President-Elect, whichever is appropriate. Any other vacancies shall be filled by appointment by the President of the Society.

5.3 The President shall preside at all Society and Executive Committee meetings, and appoint all committees as prescribed in Article 9. The President shall call and make appropriate arrangements for the place and conduct of all meetings of the Society and the Executive Committee. The President shall supervise all program planning for the Society meetings and shall provide for a financial report to be performed by a public accountant at the end of each Secretary-Treasurer's term. The President shall be
authorized to sign checks in the absence of the Secretary-Treasurer. The President shall compile a list of all award recipients, including outgoing officers, distinguished award winners, and graduate student research award winners, and arrange for the preparation of the awards. The President shall be responsible for all expressions of thanks, recognition, appreciation, and condolences during his/her year of office. His/her duties also include the submission of the President’s column to each of the newsletter publications and other materials specific to each newsletter (see Appendix F).

5.4 The President-Elect shall, during the absence of the President, perform all duties of the President. If the office of the President becomes vacant, the President-Elect shall succeed the President for the unexpired term of office. The President-Elect shall also coordinate archival materials, review the Constitution and By-laws, and suggest revisions of the Policy Manual as needed. Changes in policy enacted at each Executive Committee Meeting or Business Meeting must be updated in the Policy Manual by the President-Elect as well as revisions to the appendices, as necessary. The incoming President-Elect shall receive an updated Policy Manual from the outgoing President-Elect. President-Elect will aid the Past-President by contacting sponsors for the annual conference and liaising with the Secretary-Treasurer for contract signing.

5.5 The Secretary-Treasurer must be a citizen or permanent resident of the United States, compliant with all Federal or State requirements. The secretary-treasurer shall keep written records of all minutes of the Society's meetings. The Secretary-Treasurer shall be responsible for initiating membership renewal reminders to all current Society members. The Secretary-Treasurer shall keep a record of all monetary transactions and shall be authorized to sign checks on behalf of the Society. The incoming Secretary-Treasurer will open a NASPSPA treasury account with the current President serving as co-signer for the duration of the Secretary-Treasurer's term of office. The Secretary-Treasurer shall submit an annual report to the members of the Society on the status of the membership and funds. The Executive Committee may provide a stipend for an assistant to the Secretary-Treasurer.

5.6 The Communication Director shall be responsible for editing and publishing an electronic newsletter three times per year that will be made available to all members. The newsletter may include announcements of interest to the membership, scholarly abstracts, invited articles, and any other material considered appropriate. The Communication Director will draft articles for inclusion or solicit them from other sources. Issues of the Newsletter will be available on the NASPSPA website (PDF format).

5.7 The Past-President shall chair the program committee that plans the annual conference. Copies of relevant pages of the Policy Manual as well as other informational materials will be distributed by the Past-President to the Area Program Chairs. The Past-President shall be responsible for thanking the Area Program Chairs of each annual conference. As chair of the program committee, the Past-President is
responsible for overseeing the abstract submission and review process and for finalizing and distributing the program for the annual conference. His/her duties also include the submission of the Past-President’s column to each of the newsletter publications and provision of other materials specific to each newsletter (see Appendix F).

5.8 The Student Representative shall be an elected position and shall have full voting privileges on the Executive Committee. The Student Representative's responsibilities shall include but not be limited to participation at all Executive Committee meetings as a representative of the student members, conducting the student meeting at the conference, and reporting to all members at the Annual Business Meeting. His/her duties also include the submission of a student column to each of the newsletter publications that will include a listing of student award winners in addition to information about each of the student awards as detailed in sections IV, D-F of this manual. The student representative may also organize (1) a pre-conference student symposium, (2) a student social to follow the student meeting, and/or (3) any other activity such as a lunch, panel, or meeting, that may be beneficial to the student membership should the conference program allow for the inclusion of such events.

Article 6. Executive Committee

There shall be an Executive Committee of seven (7) members consisting of officers named under Article 5, and a Past-Presidents’ Liaison. The Past-Presidents’ Liaison is an ex-officio member of the Executive Committee and is appointed by the President with approval of the Executive Committee. This individual is a former president of the organization who has been off the Executive Committee for at least three (3) years. The purpose of the Past-Presidents’ Liaison is to offer institutional memory as it relates to advising officers in the conduct of business and initiation of new policies. The term of office for the Past-Presidents’ Liaison will be specified at the time of appointment and will be no more than three (3) years. The President of the Society shall be Chair of the Executive Committee. It shall be the duty of the Executive Committee to conduct the business of the Society.

Article 7. Meetings

The Executive Committee shall determine the time and place of the Annual Conference. During the Annual Conference, an Annual Business Meeting of the Society must be held. The Business Meeting should include reports from all officers of the society, election of new officers, and other business of interest to the members. Special meetings of the Society or of the Executive Committee may be called by the President and must be called by the President whenever requested by a majority of the Executive Committee or by a two-thirds vote of the membership. The President is authorized to call a fall meeting of the Executive Committee at her/his discretion.

Article 8. Amendments

Amendments to this Constitution and By-Laws may be made by an affirmative vote of two-thirds of the members present at the Annual Business Meeting or by an affirmative vote of two-thirds of the membership in a mail or electronic ballot.
Article 9. Committees
Committees needed to conduct the business of the Society shall be appointed and dissolved by the President working in cooperation with the Executive Committee.

Article 10. Election of Officers

10.1 A Nominations Committee consisting of the President and two members appointed by the President shall be instructed to prepare a slate of at least two names for the offices to be vacated (excluding the Student Representative; see Section 10.3). The Executive Committee will approve the appointment of the Nominations Committee. The President shall serve as chair. Any member within NASPSPA may nominate candidates. All nominations will be considered by the Nominations Committee, which will determine a slate of two candidates for each position. The President will present the slate of candidates to the Communication Director for posting on-line in preparation for an on-line election. A majority vote of those members participating in the on-line election shall be required for election. The president will vote only in the event of a tie.

10.2 The on-line election will commence prior to the conference start upon release of the spring newsletter, with official announcement of the candidates in that newsletter. On-line voting will be available for 10 business days following the announcement of candidates. The outcome of the election will be reviewed by the President and the Nominations Committee. The President will notify all nominees of the election results, followed by an announcement on the website.

10.3 A first call for Student Representative nominations will be made at the student meeting held at the annual conference. A second call for Student Representative nominations will be made in the student column of the fall newsletter. Students interested in running for the subsequent term will be invited to submit their names and CVs to the current Student Representative prior to a deadline of February 1.

If more than two candidates have been nominated:
A Nominations Committee will be assembled, consisting of three graduate students, one appointed by each the President, President-Elect, and Past-President. All nominations will be considered by the Nominations Committee, which will then determine a slate of two candidates for the position. The Nominations Committee will indicate their selections to the current Student Representative. The current Student Representative will present the slate of candidates to the Communication Director for posting on-line in preparation for an on-line election. A majority vote of those members participating in the on-line election shall be required for election. The President will vote only in the event of a tie.
II. PROCEDURES FOR APPROVING POLICIES

The Executive Committee is empowered to make any and all decisions regarding the business of the Society. However, any matter that would involve a change in the Constitution and By-Laws or that would affect membership at large (e.g., increasing the cost of dues) must be presented to the membership as a whole for discussion and/or action. Such matters require an affirmative vote of two-thirds of the members present at the Annual Business Meeting or an affirmative vote of two-thirds of the membership in a mail or electronic ballot (see Article 8). Proposals requiring action by the NASPSPA membership will be included in the spring newsletter and registration packet (with appropriate rationale, arguments pro and con, etc.) and distributed at the Annual Conference for review by members prior to the Annual Business Meeting.

III. ANNUAL CONFERENCE

A. Site Selection

1. Time Frame. A site for the Annual NASPSPA Conference will be selected at least two years in advance. Typically, the conference will be held in late May or early June of each year.

2. Conference site options. The Executive Committee should be satisfied that the conference facilities are adequate to handle the type of conference NASPSPA usually runs. In addition, the site for the conference should be chosen in relationship to the sites of the immediately preceding two conferences in an attempt to rotate the conference between the East, Central and West regions of North America.

3. Decision. Site selection will be determined by a motion and a simple majority of the Executive Committee.

B. Organization of Annual Conference

1. Past-President's Responsibilities

   a. The Past-President shall oversee the planning for the regular annual meeting (see Article 5.7).

   b. A Program Committee will be formed to plan the Annual Conference. The committee will consist of the Past-President (who will chair the committee), and three persons whose interests and concerns reflect the areas of motor development, motor learning/control, and sport and exercise psychology. The three members (to be designated as Area Program Chairs) will be appointed by the Past-President. Ideally, the three Area Program Chairs should be identified and approved by the Executive Committee, so that they meet during the preceding conference. The Conference Site Coordinator (contracted by the Executive Committee) works primarily with the Past-President and Student Representative to coordinate logistical aspects of the conference.

   c. The Past-President will provide Executive Committee-level leadership and continuity to the program of the annual conference and assure that the program
reflects more than a regional perspective. The Past-President will function as the liaison and coordinator between (a) the Executive Committee and the Area Program Committee, and (b) the Conference Site Coordinator and the Area Program Chairs. The Past-President will also coordinate with the Student Representative if a student symposium is arranged.

d. Coordination with the Executive Committee: To facilitate initial conference planning, a list of candidates for Area Program Chairs shall be prepared by the Past-President and shared with the Executive Committee for consideration. The Past-President will keep the Executive Committee appraised of the progress of the conference planning (both program and site logistics) and seek Executive Committee approval on major issues. The Past-President is given the authority to make major decisions independently so that flexibility, creativity, and variety are facilitated in planning the program.

e. Coordination with Conference Site Coordinator: The Past-President will work closely with the Conference Site Coordinator to finalize program requirements with the logistics and constraints of the rest of the conference organization. The Conference Site Coordinator will be responsible for all technical aspects of the conference (e.g., meeting rooms, meals, A-V equipment, social events, receipt and dissemination of abstracts, publication of abstracts, etc.) under the direction of the Past-President. Examples of items requiring such coordination include: budget, publicity, time schedules (e.g., coordinating deadlines for registration fees with paper acceptance-rejection notification), scheduling rooms that meet program needs, and planning the overall format and schedule of the conference.

f. Coordination with the Area Program Chairs:

1. The program committee members are selected by the respective Area Program Chairs. However, the Past-President will assure that the committee members are current members of NASPSPA and that they represent the general interests and make-up of the membership so that a balanced program is developed. Once this is achieved, the committees should function autonomously in designing the particulars of the program.

2. The Past-President will coordinate and supervise the Area Program Chairs with respect to general NASPSPA policies, budget, time schedules for the execution of various duties, guidelines for evaluating abstracts, and program planning with respect to the constraints imposed by the general organization of the conference (e.g., program time and blocking, logistics).

3. The Past-President approves pre-conference workshops/tutorials. Pre-conference workshops/tutorials must be submitted to the Past-President nine months prior to the annual conference opening date. Pre-conference workshops/tutorials will have a cost associated with them as required (based on whether there are costs to NASPSPA to hold them). NASPSPA will cover the cost of coffee breaks for pre-conference workshops/tutorials.
4. The Past-President will facilitate communication and coordination among the three Area Program Chairs to reduce duplication of effort, enhance the sharing of ideas and resources, and increase integration across content areas.

5. The Area Program Chairs must gain the approval of the Past-President on program requests that are counter to policy and common practice.

6. The Past-President and Area Program Chairs will assign individuals to serve as moderators or presiders and communicate duties and responsibilities.

g. The Past-President may invite a limited number of special guests to the conference banquet. Tickets for the guests will be provided at no cost to the guests.

2. Conference Site Coordinator’s Responsibilities

The Conference Site Coordinator serves yearly under the direction of the Past-President to coordinate both the program and the evaluation of the annual meeting.

a. Coordination with Past-President: The Past-President will be responsible for the program at the annual conference. The Conference Site Coordinator, with the Past-President's approval, will be responsible for coordinating on-site activities (room size, meal times, A-V equipment, etc.). In conjunction with the Past-President, the Conference Site Coordinator should assign duties to Area Program Chairs for conference site duties (e.g., greeting guest speakers, conference evaluation procedures).

b. Publicity: The Conference Site Coordinator will be responsible for distributing publicity about the site for the annual conference, which is prepared in coordination with the Past-President. Publicity is prepared and distributed via the Communication Director to all NASPSPA members and other identified interested professionals by late December and should include necessary details (e.g., date, transportation, housing, instructions for submitting abstracts) by the Conference Site Coordinator and approved by the Past-President. Program highlights (e.g., guest speakers, invited symposia, etc.) and publicity announcements for the Newsletter will be written by the Past-President and will be forwarded at appropriate times to the Communication Director.

c. Interface with Area Program Chairs: The Conference Site Coordinator will need to coordinate with the Area Program Chairs and Past-President to ensure that abstracts are secured from guest speakers.

d. Interface with Student Representative: The Conference Site Coordinator will coordinate with the Student Representative if a student social is planned. This will include giving the student a budget ($1,000) to defray the costs.

e. Budget: The Conference Site Coordinator, in conjunction with the Past-President, will prepare a budget for the conference. Conference registration fees will be set in accordance with revenue required to cover costs. NASPSPA
will furnish a reserve for administrative costs (e.g., mailing, telephone, photo coping) and speaker-related costs.

f. On-Site Duties: The Conference Site Coordinator will be responsible for all on-site mechanics from registration to room set-up to coffee breaks. Because all conference participants must be NASPSPA members, it is essential to check registrants against a current membership list at the time of registration. While details such as audio-visual and room set-up should be delegated to the session chairs, it is the ultimate responsibility of the Conference Site Coordinator to ensure that things are running smoothly.

3. Conference Evaluation

Following the conference, the President (who in July will become the Past-President and shall oversee the planning for the next conference) will distribute a survey to all members who attended the conference to seek their evaluation of it. This conference evaluation will be undertaken in conjunction with the Communication Director and the results of the evaluation will be reported to and discussed by the Executive Committee at their fall meeting.

C. Conference Sponsorship

The Executive Committee recognizes that it is in the best interest of our members to keep conference costs as low as possible. Costs can be reduced by the recruitment of sponsors to subsidize either conference materials or the conference program. The President-Elect will assume the responsibility to recruit conference sponsors for the next conference year. The task of the appointee will be to work with the President (who contacted the sponsors most recently), the Conference Site Coordinator and Secretary-Treasurer to maintain and expand the existing base of NASPSPA sponsors. The benefits offered to sponsors include: 1) display space at the conference, 2) acknowledgement of their sponsorship in the conference program, 3) inclusion of their company brochure in the conference delegate package, 4) placing their logo and web link on the conference website, and 5) sending an email to all NASPSPA members regarding their company products (email approved and sent by Communication Director and is not to include attachments). Following each conference, the Conference Site Coordinator is to provide a report to the Secretary-Treasurer that lists the conference sponsors and sponsorship income.

D. Publication of the Annual Conference Proceedings

The conference proceedings will be published in a supplement to the *Journal of Sport & Exercise Psychology* that includes abstracts of all papers presented at the conference. The supplement will be published prior to the conference and distributed at registration. Major speakers are encouraged to publish their papers in the official journal of the society.
E. Policy on Withdrawn Papers and “No-Show”s for Conference Presentations

Individuals who submit an abstract make a commitment to present their paper at the conference. Because space on the program is scarce, it is essential that individuals who must withdraw their paper due to unexpected circumstances do so as soon as possible. If learned in time, we will delete the associated abstract from the convention program and the JSEP supplement issue. After this time, the author is required to ask a co-author or other suitable colleague to present the paper. However, there should be a clear intent to present, for example, by registering for the conference.

Presiders should report any no-shows at verbal or poster presentations to the Past-President. A no-show is a serious consideration, as the paper occupied a slot denied to another potential author and the abstract is published in the JSEP supplement issue, giving an impression the paper was in fact presented. In the event that authors fail to present their paper at the conference, the outgoing Past-President will write a letter to the lead author, and the lead author will have a chance to respond. Subsequently, the Executive Committee may impose a ban of presenting at NASPSPA conferences for up to 2 years for all authors on the paper.

In the next conference proceedings book it will be noted, as an erratum, those papers that were not presented.

IV. AWARDS

A. NASPSPA Distinguished Scholar Award

Purpose
To recognize outstanding long-term contributions in the research areas represented within NASPSPA.

Eligibility
Senior scholars, normally at least 25 years beyond the doctorate, who have a distinguished record of scholarship.

Nature of the Award
Recipients of the award will be given $1,000 cash, a one-time NASPSPA Conference registration fee waiver when the award is presented, a commemorative plaque and Emeritus recognition (with a waiver of NASPSPA dues) upon retirement. The Executive Committee may extend an invitation to one or more Distinguished Scholars (active or retired) to be Invited Participants (with waiver of Conference fees) at its annual Conferences. The award will not necessarily be awarded on an annual basis.

Method of Selection
1. The selection of an appropriate individual will be the responsibility of the Distinguished Scholar Award Committee (hereafter, the Selection Committee) of NASPSPA.
2. The Distinguished Scholar Award Committee will consist of the President, who will serve as chairperson, plus one representative from each of the areas of Motor Development, Motor Learning/Control, and Sport and Exercise Psychology. The NASPSPA Executive Committee must approve these representatives, who should
be senior, active members of NASPSPA. The term of membership will be two years. The names of the Distinguished Scholar Award Committee members will be known only to the Executive Committee.

3. An announcement requesting nominations will be made in the Fall Newsletter. Nominations will be made to the President by the date specified in that newsletter. Any current NASPSPA member may nominate appropriate candidates. The nomination should include a two or three page justification of why the nomination is being made. The Distinguished Scholar Award committee is charged with reviewing NASPSPA members for eligibility and nomination of candidate(s). The Past-Presidents’ Liaison will be responsible to send a reminder to the membership concerning this award two weeks prior to the deadline.

4. In all cases, the nomination(s) should be kept in strictest confidence.

5. The Selection Committee, using the nominator's justification for the nomination, plus any other information that is appropriate (and without informing the nominee of his/her nomination) will make a decision at least three months prior to the start of the annual conference. A simple majority vote is necessary for a recipient to be named. If a favorable vote ensues, the Chair of the Selection Committee will notify the nominee.

Criteria for Selection
A successful candidate must exhibit a level of scholarship that places him/her at or near the top of scholars actively working in his/her research area. Regardless of research area, there should be evidence that the individual has consistently contributed high quality scholarship to his/her area and that this scholarship has had an impact on the knowledge of the field.

Additional Guidelines
1. Anyone submitting a nomination or writing a letter of support for a candidate is disqualified from serving on the Selection Committee.

2. No member of the Selection Committee may be from the same institution as a nominee, have been the doctoral advisor or advisee of a nominee, nor have any other close association that could be interpreted to constitute a conflict of interest.

3. If either of the above two restrictions applies to the President (who serves as chair of the Selection Committee), he or she will refuse to exercise the right to vote in the selection.

4. Other letters of recommendation may be solicited as necessary by the President or the Selection Committee.

Wording on the plaque shall be:

The North American Society for the Psychology of Sport and Physical Activity presents the Distinguished Scholar Award To “Name of Recipient” “Year” in recognition of outstanding achievement in “her or his” scientific career.

___________________________ __________
President, NASPSPA   Date
B. NASPSPA Early Career Distinguished Scholar Award

Purpose
To recognize outstanding achievement of scholars who are still in the early stage of their scientific careers.

Eligibility
Current members of NASPSPA who received the doctorate no more than seven years prior to nomination and who possess a distinguished early record of scholarship. Eligibility may be extended in special circumstances with appropriate documentation submitted by the nominee to the President.

Nature of the Award
Recipients of the award will be given $1000, a one-time NASPSPA conference registration fee waiver, and a commemorative plaque. The award will be announced at the Annual conference and in the Fall Newsletter. The recipient of the award must attend the annual conference the year following award announcement and make a 45-minute (approximate) presentation at a General Session to summarize his/her research activity for the years preceding the award. The plaque will be given following the recipient’s presentation. The abstract of this presentation will be published in the annual conference abstracts. The award will not necessarily be presented on an annual basis, and normally only one award will be awarded in any one year.

Method of Selection
1. The selection of an appropriate individual will be the responsibility of the Distinguished Scholar Award Committee (hereafter, the Selection Committee) of NASPSPA. See the Distinguished Scholar Award overview for a description of the membership of this committee.
2. An announcement requesting nominations will be made in the Fall Newsletter. Nominations will be made to the President by the date specified in that newsletter. The Past-Presidents’ Liaison will be responsible to send a reminder to the membership concerning this award two weeks prior to the deadline. Nominations may be made by any NASPSPA member and should consist of a comprehensive letter of nomination detailing the nominee's qualifications for the award.
3. The president will request each nominee to submit:
   a. a vitae;
   b. a 1- to 3-page summary of the nominee's work, emphasizing the basic theory, potential impact, and importance;
   c. reprints of 3 to 5 publications;
   d. names of 3 individuals who could write letters of recommendation for the nominee (the President will request two letters from the individuals named; the nomination letter serves as a third letter of support).
4. In all cases, the nomination(s) should be kept in strictest confidence.
5. The Selection Committee will select the award recipient after reviewing the nominees’ credentials and qualifications no later than three months prior to the start of the annual conference. A simple majority vote is necessary for a recipient to be named.
6. Should there be any nominees from the previous years that remain eligible, the President will contact nominators and ask if they would like to nominate the
candidate again. An updated curriculum vitae for all eligible nominees will be requested.

Criteria for Selection
The recipient of the award should possess a record of scholarship that clearly establishes the recipient as a leading scholar among scientists at similar career stages. Evidence for this distinction might include the innovation of the person's work, the impact the work has had on the field of research, or the impact the work has had on the application of knowledge. Productivity by itself does not necessarily lead to a distinguished record. Most important of all is that the record of scholarship has been subjected to the critical review of established scholars in the individual's area of scholarship. In all cases the collected works of the individual should show high scholarship exhibiting accuracy, critical ability, and thoroughness. Finally, the individual must have been an active contributor to NASPSPA.

Additional Guidelines
The additional guidelines presented at the end of the Distinguished Scholar Award also apply to the Early Career Distinguished Scholar Award.

Wording on the plaque shall be:

The North American Society for the Psychology of Sport and Physical Activity presents the Early Career Distinguished Scholar Award To “Name of Recipient” “Year ” in recognition of outstanding achievement in the early stage of “her or his” scientific career.

___________________________ __________
President, NASPSPA   Date

C. President's Award

Purpose
To recognize individuals who have made significant contributions to the development and growth of NASPSPA.

Eligibility and Criteria for Selection
1. Current or previous member of NASPSPA
2. At least 15 years beyond terminal degree
3. Made a significant contribution to NASPSPA such as (but not limited to):
   a. serving in selected offices
   b. serving on committees
   c. hosting conferences
   d. organizing or influencing major changes

Method of Selection
The President nominates a candidate(s) for the award. The Executive Committee assists in the selection and recommends candidates to the President who makes the final selection(s).
Award Frequency and Presentation

This award is given as deemed appropriate by the President, but no more than one or two per year is anticipated. The award is presented at the Annual Conference.

Wording on the plaque shall be:

The North American Society for the Psychology of Sport and Physical Activity presents the President’s Award To “Name of Recipient” “Year” for outstanding contributions to the society

___________________________ __________
President, NASPSPA   Date

D. NASPSPA Outstanding Student Paper Award

Purposes

1. To recognize meritorious research by student members of NASPSPA.
2. To foster research by student members of NASPSPA.

Method of Selection

1. An award may be given in each of the three conference program areas, though an award is not necessarily given every year.
2. The selection committee for a given program area consists of the Area Program Committee members. The Area Program Chair coordinates the review of applications and, if necessary, breaks ties.
3. The Area Program Chair distributes award applications to the selection committee. Selection committee members independently evaluate which, if any, applications are sufficiently original, innovative, important, and significant to warrant award recognition. Members then each rank the proposals that meet this threshold and submit rankings to the Area Program Chair. Committee members do not rank applications if there is a conflict of interest (e.g., current or former advisees) and inform the Area Program Chair accordingly. The Area Program Chair assembles the rankings and then initiates a discussion among selection committee members to settle upon the top ranked application. The top-ranked application at the end of this process must be considered award-worthy by all selection committee members to receive the award. The Area Program Chair will communicate the outcome of the decision-making process and provide feedback to all applicants.

Criteria for evaluating the research

1. The research question should be original, innovative, important, and significant.
2. The researcher observed appropriate standards for the treatment of participants. That is, a statement certifying that ethical treatment of participants was followed in conducting this research should be included. (Note: These criteria are modified from guidelines found on pp. 11-18 of the Publication Manual of the APA, 6th edition).
3. At the time of the award application, the applicant must be a currently enrolled student (not post-doctoral) and a member of NASPSPA.

**Guidelines**
For students applying for the Outstanding Student Paper Award, the following must be sent to the Area Program Chair:

1. A short abstract (as described for the conference) submitted by the abstract submission deadline.
2. A long abstract (no longer than 5 pages double-spaced, 12-pt. font, including figures). This abstract should include: the research question, a rationale for the importance of the question, methods, results (including selected figures if appropriate), and a discussion of the findings and their significance. References should be included as separate pages using APA style. Deadline is two weeks following the abstract submission deadline of the annual conference.
3. For the graduate student advisor: A letter of nomination for the award must be written by the advisor indicating why this student’s research is worthy of the Outstanding Student Paper Award. This should address the criteria being used by the committee to evaluate the research (see above). The letter should also include a statement indicating that the majority of the work done for this research was completed by the student. In the case of multi-authored publications, the advisor should indicate the individual contributions of each author. Deadline is two weeks following the abstract submission deadline of the annual conference.

**Other clarifications**
Students may win the award more than once. The NASPSPA Website will include a listing of student award winners. Information about awards will appear in the Fall Newsletter. The Student Column in the Fall Newsletter will include information about the winners. The awards will not be “named.” Winners will receive a plaque in addition to travel and accommodation reimbursement (receipts necessary) of up to $1,000 to attend and present the work at the next Canadian Society for Psychomotor Learning and Sport Psychology (SCAPPS) conference. Moreover, the registration fee for the SCAPPS conference will be waived. One award per area will be given, but the research should be of very high quality so three awards may not be given each year.

Wording on the plaque shall be:

NASPSPA Outstanding Student Paper Award “Year” is presented to “Name of Recipient” in recognition of the outstanding student paper in the area of “Conference Program Area”
E. NASPSPA Graduate Student Award for International Conference Travel

Purpose
To foster international research experiences for student members of NASPSPA.

Eligibility
Only current student members of NASPSPA are eligible. Applicant must also be a student actively seeking a graduate degree at the time of the application. The type of international travel is for presenting a paper at a conference outside of North America. There will be three competitions a year (September 30, January 31 and May 31).

Nature of the Award
The travel could be conducted up to one year after having received notification of the award. A check for $700 will be provided once the Secretary-Treasurer of NASPSPA has received receipts associated with the travel. The recipients of the award should attend the annual NASPSPA conference the year following award presentation to speak at the student meeting about their experience. The award will not necessarily be presented at each competition. In the event that an award is not given during a particular competition, the unclaimed award(s) will be carried forward and be available in the following competition within that year. A maximum of three (3) awards will be awarded during any single calendar year. Finally, the student is required to recognize the award and NASPSPA at the presentation of the research at the international conference. Wording for the acknowledgment shall be: “Travel to this conference was supported by a grant for international travel provided by the North American Society for the Psychology of Sport and Physical Activity (NASPSPA). For more information, refer to the NASPSPA website: www.naspspa.org.” Only the approved NASPSPA logo may be used on any presentation at the international conference.

Criteria for evaluating the research and applicant
1. The research question should be original, innovative, and important.
2. The researcher observed appropriate standards for the treatment of participants. That is, a statement certifying that ethical treatment of participants was followed in conducting this research should be included. (Note: These criteria are modified from guidelines found on pp. 11-18 of the Publication Manual of the APA, 6th edition)
3. The student must be the primary investigator and author of the research project.
4. The student demonstrates the potential benefits of the conference travel to her or his education and future/current collaboration prospects.

Guidelines
1. The Graduate Student Awards Committee will consist of one representative from each area (motor development, motor control/learning, sport and exercise psychology) who will serve for three (3) calendar years. This committee will evaluate applications and determine who will receive the award. The President will recruit individuals to serve on this Committee, avoiding conflicts of interest.

2. The applicant should submit the following materials to the NASPSPA President:
a. A short abstract (as described for the proposed international conference).
b. A long abstract (no longer than 5 pages, double-spaced, 12-pt. font, including figures). This abstract should include: the research question, a rationale for the importance of the question, methods, results or predicted results (including selected figures if appropriate), and a discussion of the findings and their significance.

c. A short letter (no longer than one page, single-spaced) addressing all of the evaluation criteria listed above. The location and society hosting the meeting must be indicated in the letter.

3. For the graduate student advisor: A letter of nomination for the award must be written by the advisor indicating why this student’s research is worthy of the Graduate Student Award for International Conference Travel. This letter should address the criteria being used by the committee to evaluate the research (see earlier). The letter should also include a statement indicating that the majority of the work done for this research was completed by the student. In the case of multi-authored publications, the advisor should indicate the individual contributions of each author.

*Other clarifications*

Students may win the award only once. The NASPSPA website will include a listing of award winners. Information about awards will appear in the Fall Newsletter. The Student Column in each Newsletter will remind readers about the award. The award will not be “named.”

**F. NASPSPA Graduate Student Research Grant**

*Purpose*
To promote and support the scholarly activity of graduate student members of NASPSPA.

*Eligibility*

Students must be current members of NASPSPA to be eligible to apply for an award, and must also be currently enrolled in a Masters or Doctoral program at the time of application. Note: Collaborative projects among two or more student members of NASPSPA can be considered for receipt of this award.

*Nature of the Grant*

The maximum of each grant will be $2,000, with no limit on the number of grants awarded annually. The President and Secretary-Treasurer will ascertain the monies available on an annual basis for this grant which will be announced at the annual business meeting and in the fall newsletter. The grant money must be used for activities directly related to conducting the proposed research (e.g., equipment, travel for data collection, participant recruitment) that are specified in the application budget. Grant money may not be used for conference travel. Funds can be received in one of two ways: (1) To receive awarded funds in advance of conducting the project, a recipient’s institution or department must agree to manage the funds on behalf of her/him. The recipient’s advisor should write a letter to this effect that is included in the original grant application. Funds will be sent directly to the institution or
department business office contact person. On June 1 of the year following the grant announcement, the institution or department business office is required to send the NASPSPA Secretary-Treasurer an accounting of expenditures and to return any unspent funds. (2) Alternatively, recipients may request direct reimbursement for expenses following completion of the project. Appropriate receipts for expenditures must be sent to the NASPSPA Secretary-Treasurer by June 1 of the year following the grant announcement. Grantees are expected to present the findings of their research at a future NASPSPA annual conference, no later than two conferences following the grant announcement. Grantees must acknowledge NASPSPA as a funding source in this presentation as well as any other presentations or publications stemming from the research project. Any publications stemming from work related to this grant will be sent to the President. Wording for the acknowledgement shall be: “This research was supported by a grant from the North American Society for the Psychology of Sport and Physical Activity (NASPSPA).”

Criteria for Evaluating the Grant Application
1. The research question should be original, innovative, and important, and must conform to the purpose of NASPSPA (see Article 2).
2. The research shall have Institutional Review Board (or equivalent) IRB approval. Evidence of IRB approval will be required before funds are dispersed.
3. The applicant must be the primary investigator on the research project.
4. The researcher must demonstrate the potential benefits to her or his education and future collaboration prospects.

Guidelines
1. The Graduate Student Awards Committee (see IV. E.) will evaluate applications, determine who will receive the award, and provide feedback to all applicants.
2. The applicant should submit the following materials to the NASPSPA President:
   a. Up to a 5-page outline of the proposed study, detailing the purpose, method, and analysis (double-spaced, 12-point font). References should be included as separate pages using APA style.
   b. Verification of Institutional Review Board (or equivalent) IRB application.
   c. An estimated budget for allocation of funds on research-related costs that cannot be covered by other means.
   d. Up to a 2-page curriculum vita.
3. The graduate student advisor should send to the President of NASPSPA:
   a. A recommendation letter indicating why the student’s research is worthy of the grant and the student’s ability to carry out the role of principal investigator.
   b. A statement that the budget has been evaluated and approved, and that either (1) the home department or institution is willing to manage the funds for the amount that NASPSPA awards to the student or (2) the student will submit receipts for reimbursement after completion of the project.
**Other Clarifications**

Students may be awarded the grant only once. The NASPSPA website will include a listing of grant awardees. Information about the grant will appear in the Newsletter.

**Submission Deadline**

Grant proposals and graduate advisor letters are due by April 1. The applicants will be notified of the results of the competition no later than June 1.

**V. FINANCIAL POLICIES**

**A. Dues Structures**

Beginning with the 2002 membership year, NASPSPA dues are (passed at June 2001 Annual Business Meeting):

- U.S. & Canada/Foreign Professional members: $60.00 (including post-doctoral fellows)
- Student members: $25.00 (actively degree seeking)

All members will be charged a 3% processing fee regardless of whether they pay by credit card or check. This is to cover credit company charges as well as administrative charges for processing checks. International surcharges are eliminated.

Dues are payable in U.S. dollars to NASPSPA by check or approved credit card. Dues are for a one-year membership, which is from January 1 through December 31. Dues are not prorated during the membership year. Retired individuals who have been NASPSPA members have their full membership privileges retained but have their membership dues reduced by approximately one-half.

**B. Funding of Committees**

1. Executive Committee

When possible, the business of the Executive Committee should be conducted through the mail or email. When this is not practical, members of the Executive Committee can charge NASPSPA for telephone bills accumulated for NASPSPA business, providing permission has been received from the President. The Executive Committee will meet in the Fall and NASPSPA will reimburse each officer for travel and for accommodation expenses incurred on the day(s) of the meetings. Normally the Fall Executive Committee Meeting should be held in a geographical location that minimizes travel costs. The Executive Committee will also meet prior to the Annual Conference where NASPSPA will reimburse each member for accommodation and food expenses incurred on the day(s) of the Executive Committee meetings. Executive Committee members will have their registration fees waived while they are members of the Executive Committee and attend the annual conference.
2. Annual Conference Committees

Upon receiving permission from the Past-President, Chairs of the Program Sub-Committees may be given a modest telephone budget for the purpose of recruiting keynote speakers and communicating with their respective committee members. It will be expected, however, that the vast majority of the business of these committees will be carried out through the mail or email.

3. Ad Hoc Committees

These committees should normally not have any expenses charged to NASPSPA. If the nature of their business necessitates a meeting of the members, the committee should meet prior to the Annual Conference in which the President may grant funds for the extra accommodation and food expenses required for the business of the committee. Under special circumstances, the President may grant funding for a telephone conference call or on rare occasions travel for a meeting. Normally, however, all business of ad hoc committees should be carried out through the mail or email.

C. Journal Discounts

The nature and amount of discounts made available to Society members is an Executive Committee decision. This decision is made annually on the basis of (1) the status of the Society financial condition; and (2) the cooperation of the journals involved. Human Kinetics determines the discount for *Journal of Sport & Exercise Psychology* and *Motor Control*.

D. Charge for Membership List and Advertisement Policy

Charge for the purchase of membership lists (for onetime use) is an Executive Committee decision. This charge should be reviewed annually to determine its appropriateness. The mailing list will not be sold for research purposes. Current charge for the member list is $250.00.

Requests to advertise job positions to the membership via the website will be reviewed by the Communication Director and/or Executive Committee and, if approved, offered at no cost for a single announcement.

VI. PUBLICATIONS

A. Newsletter

The Communication Director shall be responsible for editing and publishing a newsletter that will be posted on the NASPSPA Website and made available as a PDF file for members. The Newsletter may include announcements of interest to the membership, scholarly abstracts, invited articles, minutes of the Executive Committee and Annual Business Meetings, and other material considered appropriate.
Guidelines

1. Time Frame: The Newsletter is normally published three times annually (Winter, Spring, Fall, Issue numbers 1, 2, and 3, respectively) within each year, beginning with the Winter publication. Deadlines for the receipt of information to be published in the Newsletter are set by the Communication Director. The deadlines normally are: Fall—September 1, Winter—December 1, and Spring—March 1.

2. Information regarding content of newsletters and detailed guidelines for publishing the newsletter can be found in Appendix F.

B. Journal

The *Journal of Sport & Exercise Psychology* has been designated as an official journal of NASPSPA. Upon invitation, the NASPSPA Executive Committee will provide input relative to the selection of the Editorial Board.
APPENDIX A
Ethical Standards for NASPSPA Members

GENERAL PHILOSOPHY

NASPSPA Members "respect the dignity and worth of the individual and strive for the preservation and protection of fundamental human rights. They are committed to increasing knowledge of human behavior and of people's understanding of themselves and others and to the utilization of such knowledge for the promotion of human welfare. While pursuing the objectives, they make every effort to protect the welfare of those who seek their services for purposes consistent with these values and do not knowingly permit their misuse by others. While demanding for themselves freedom of inquiry and communication," NASPSPA Members "accept the responsibility this freedom requires: competence, objectivity in the application of skills, and concern for the best interests of clients, colleagues, students, research participants, and Society." (American Psychological Association, Ethical Principles of Psychologists, 1992).

PRINCIPLE 1: RESPONSIBILITY

NASPSPA Members "maintain the highest standards of their profession. They accept responsibility for the consequences of their acts and make every effort to ensure that services are used appropriately."

1. NASPSPA Members attempt to make sure that research findings are not misleading. They provide a thorough discussion of the limitations of their data. The researchers avoid dual relationships that may limit objectivity.
2. As practitioners in sport and physical activity, NASPSPA Members know that they bear a heavy social responsibility because recommendations may alter the lives of others (e.g., athletes, coaches, children, parents).
3. To minimize possible conflicts, NASPSPA Members develop a clear, concise, operational service contract, the details of which are shared with all involved. Roles of NASPSPA Members are detailed and expectancies are controlled.
4. NASPSPA Members make every effort to accurately communicate limitations of the various services that they have to offer.
5. Because of the importance of the information they provide, NASPSPA Members are careful to base conclusions or recommendations drawn on more than one sample of behavior.
6. NASPSPA Members recognize that human behavior is determined by situational factors as well as personality characteristics. Because of the interaction between personality and situation, members avoid placing labels on individual athletes or others involved in physical activity.

PRINCIPLE 2: COMPETENCE

NASPSPA Members "recognize the boundaries of their competence and the limitations of their techniques. They only provide services and use techniques for which they are qualified by training and experience. They maintain knowledge of current scientific and professional information related to the services they render."
1. Because individuals involved in the psychology of sport and physical activity may be attempting to improve physical performance through greater mental control, they recognize the need for knowledge of principles of motor behavior in sport, as well as knowledge in psychology.

2. NASPSPA Members accurately represent their competence, education, training and experience. They do not advertise their affiliation with NASPSPA in any way that would imply that membership indicates some special professional competence.

3. NASPSPA Members with responsibility for decisions about individuals that are based on test results, have an understanding of psychological and educational measurement, of validation problems, and other relevant test research.

4. NASPSPA Members refrain from undertaking any activity in which their personal problems, beliefs, or values are likely to lead to inadequate professional service.

PRINCIPLE 3: MORAL AND LEGAL STANDARDS

NASPSPA Members’ "moral and ethical standards of behavior are a personal matter to the same degree as they are for any other citizen, except as they may compromise the fulfillment of their professional responsibilities or reduce the public trust in" NASPSPA Members.

1. As employees, NASPSPA Members refuse to participate in practices that are inconsistent with legal, moral and ethical standards. NASPSPA Members will not allow the needs of the organization or team to override their concern for the physical and emotional health of the individual athlete or physical activity participant.

2. As users of various psychological techniques (e.g., assessment hypnosis) NASPSPA Members remain abreast of relevant federal, provincial, and state regulations.

PRINCIPLE 4: PUBLIC STATEMENTS

"Public statements, announcements of services, advertising, and promotional activities serve the purpose of helping the public make informed judgments and choices." NASPSPA Members "accurately and objectively represent their professional qualifications, and affiliations. . ." NASPSPA Members also represent, in a professional manner, those institutions and organization with which they may be affiliated. The limits and uncertainties of present psychological knowledge and techniques are taken into account in any public statement providing psychological information, professional opinion, or information concerning psychological testing and services.

1. NASPSPA Members refrain from offering or providing any testing by mail services, where test results go directly to the consumer, or where there is not a qualified professional to interpret the results.

2. NASPSPA Members accurately represent the contributions any technique can make to a program.

3. NASPSPA Members recognize the limitations of the techniques they employ and are sensitive to individual and situational differences. They do not imply that any single technique or procedure is valid across either all people, or all situations.

4. NASPSPA Members, when announcing the availability of psychological services or products, do not display any affiliation with an organization (e.g., NASPSPA)
in a manner that falsely implies the sponsorship or certification of that organization.

**PRINCIPLE 5: CONFIDENTIALITY**

NASPSPA Members "respect the confidentiality of information obtained from persons in the course of their work. They reveal such information to others only with the consent of the person. " NASPSPA Members, where appropriate, inform their clients of any limits to confidentiality.

1. When using psychological tests, NASPSPA Members do not share the results of test information with anyone unless the person tested has agreed prior to testing.
2. When communicating information (e.g., gained from tests or interviews) about one individual to another, NASPSPA Members, when at all possible, discuss what will be said with the individual about whom information is being communicated.
3. Having administered psychological tests, NASPSPA Members retain control over the raw test materials. Test materials are not to be given to someone who might misinterpret them, or interpret them out of the specific context for which they were originally administered.
4. If there are any limits to the confidentiality of a relationship, it is the NASPSPA Members' responsibility to inform individuals of that fact at the start.
5. Only after explicit permission has been granted is the identity of a research subject(s) published. When data have been published without permission for identification, NASPSPA Members assume responsibility for adequately disguising their sources.

**PRINCIPLE 6: WELFARE OF THE CLIENT**

NASPSPA Members "respect the integrity and protect the welfare of the people and groups with whom they work. When conflicts of interests arise between clients" and NASPSPA Members' employing institutions, NASPSPA Members "clarify the nature and direction of their loyalties and responsibilities and keep all parties informed of their commitments." NASPSPA Members "fully inform consumers as to the purpose and nature of an evaluative, treatment, educational or training procedure, and they freely acknowledge that clients, students, or participants in research have freedom of choice with regard to participation."

1. NASPSPA Members are continually aware of their own needs and of the dependency that can develop in the part of clients for their services. They do all they can to minimize destructive dependent relationships and to avoid exploiting the trust and confidence that clients may place in them. To do this, NASPSPA Members avoid dual relationships such as the following:
   a. Sexual relationships with clients.
   b. In the event a NASPSPA Member is also licensed as a clinical psychologist, he or she avoids simultaneously functioning as a clinical therapist for an individual when he or she must relate to that person as a member of an organization for which they work.
2. When the demands of a sponsoring body and/or the individuals paying for the services the NASPSPA Member provides (e.g., government, management) would cause the member to compromise any of the ethical principles presented here
(e.g., to violate the confidentiality of a discussion with an athlete), the NASPSPA Member recognizes the possible conflicts of interest that can arise. When such conflicts occur all parties are contacted and explicitly informed of the nature and direction of the NASPSPA Member's loyalties and responsibilities. 3. NASPSPA Members terminate relationships when it is clear that the consumer is not benefiting from them.

**PRINCIPLE 7: PROFESSIONAL RELATIONSHIPS**

NASPSPA Members "act with due regard for the needs, special competencies, and obligations of their colleagues" in other sport and physical activity-related professions (coaching, training, physical therapy, etc.). "They respect the prerogatives and obligations of the institutions or organizations with which these other colleagues are associated."

1. NASPSPA Members are sensitive to the times when their personal values are in conflict with the athlete, coach, or organizations' goals and procedures. When this occurs members have the option of: 1) accepting the values of the organization; 2) refusing to accept the job; 3) openly advocating their own position. When they elect this alternative however, they must notify the organization in advance of their intentions and give reasons for their behavior. 2. NASPSPA Members are sensitive to limitations with respect to their own abilities for working in areas where social, racial, or developmental issues may be critical. They are aware of their limitations in working with certain groups or individuals either because of their own beliefs (and/or lack of training), or because of those of the individuals that they would hope to serve. 3. NASPSPA Members who feel another professional is violating ethical standards will confront the individual in private, with the specifics of their concerns. 4. As employees of organizations in sport and physical activity, or as independent service providers serving athletes and coaches in an organizational context, NASPSPA Members seek to support the integrity, reputation, and proprietary rights of the host organization. Thus, even if they disagree with treatment, policy, etc., they respect the confidential relationship and do not talk outside the institution, or outside of a constructive context within the organization itself.

**PRINCIPLE 8: ASSESSMENT TECHNIQUES**

In the development, publication, and utilization of assessment techniques, NASPSPA Members "make every effort to promote the welfare and best interests of the client. They guard against misuse of assessment results." In applied settings, clients have a right to know why they are being tested, the results of testing, and the conclusions drawn on the basis of test results. Test users avoid imparting unnecessary information that would compromise test security, confuse, or needlessly upset the athlete, coach, participant, or organization. NASPSPA Members who are service providers do not use tests to discover problems but instead use them to focus in on specifically (behaviorally) defined questions or concerns.

1. It is the responsibility of NASPSPA Members to explain test results in a clear, concise language that the consumer can understand. When explanations of test
materials are to be provided by others, NASPSPA Members establish procedures for ensuring the provision of adequate feedback, and for protecting the client. 2. When the test is published or otherwise made available for operational use, it is accompanied by a manual that fully describes the development of the test, the rationale, and the evidence of validity and reliability. 3. In reporting test results, NASPSPA Members indicate any reservations regarding validity or reliability from testing circumstances (e.g., personality conflict with the tester, problems in the way the testing was introduced, unrelated pressure from outside such as marital problems). 4. NASPSPA Members who offer test scoring and interpretation services are able to demonstrate that the validity of the programs and procedures used in arriving at interpretations are based on appropriate evidence. The public offering of an automated test interpretation service is considered as a professional-to-professional consultation.

**PRINCIPLE 9: RESEARCH WITH HUMAN PARTICIPANTS**

The decision to conduct applied research is based on a professional's judgment with regard to how he/she can best contribute to psychological science and human welfare. In all research, the investigation is carried out "with respect and concern for the dignity and welfare of the people who participate and with cognizance of federal, state, and provincial regulations and professional standards. . ."

1. Responsibility for the establishment and maintenance of acceptable ethical practice in research always remains with the individual investigator. The investigator is also responsible for the ethical treatment of research participants by collaborators, assistants, students, and employees, all of whom, however, incur parallel obligations. 2. NASPSPA Members engaged in research are expected to respond to federal, state, and provincial guidelines established for the protection of human subjects in research. 3. Ethical practice requires the investigator to inform the participant of all features of the research that might reasonably be expected to influence willingness to participate, and to explain all other aspects of the research about which the participant inquires. 4. Openness and honesty are essential characteristics of the relationship between investigator and research participant. When the methodological requirements of a study necessitate concealment or deception, the investigator is required to ensure as soon as possible that participants understand the reasons for this action and that the reasons are of sufficient justification for the procedures employed. 5. Occasionally, within sport situations, refusal to participate in research and/or psychological assessment carries with it negative consequences for the athlete, coach, or physical activity participant. When this is the case, it is the responsibility of NASPSPA members to clearly communicate the consequences of both participation and the refusal to participate.
APPENDIX B
Guidelines for Psychological Testing Within Sport and Other Physical Activity Settings

PREAMBLE

The purpose of this document is to provide guidelines for maintaining quality control of testing instruments used in sport and other physical activity settings. The recommendations presented here apply to all NASPSPA Members involved in developing, administering, or using the results of tests, psychological scales, motor learning/control tests, motor development assessment procedures, and social-psychological measures. While the major focus of this report is on published and/or commercial tests, the guidelines are recommended for anyone developing or using test instruments in sport and physical activity settings -- especially when the test or test results are to be used or cited by others. It is recommended, therefore, that researchers, students, coaches, program administrators and others who play a role in some aspect of this assessment process become familiar with, and utilize these guidelines. The guidelines which follow have been adapted from two publications of the American Psychological Association (APA). These include: (1) Ethical Principles of Psychologists and Code of Conduct (APA, 1992); and (2) Standards for Educational and Psychological Tests (APA, 1974). Selected principles specified within these documents have been extracted and modified to apply more specifically to physical activity situations. It should be noted, however, that these guidelines are primarily aimed at individuals conducting research in an attempt to further our understanding of the interaction between motor performance and various psychosocial and behavioral attributes. Individuals acting as sport psychology and/or physical activity consultants or as clinical psychologists have ethical responsibilities additional to those associated with testing. Thus, it is recommended that these individuals adhere closely to all the principles set forth within these two APA documents and to specific NASPSPA guidelines outlined in Ethical Standards for the Provision of Services by NASPSPA Members (Section 3.A.) Three basic principles underlie these guidelines. They include: (1) the instruments used for testing must meet the criteria for acceptability as specified in this document; (2) the test development procedures and results must be available for peer review; and (3) the rights and privacy of individuals must not be infringed upon, and the welfare of those being tested takes precedence over the accumulation of knowledge.

QUALITY CONTROL GUIDELINES: TEST DEVELOPMENT, ADMINISTRATION AND INTERPRETATION

When a test is published, with the intent that it be used by others, a comprehensive test manual should either accompany the test or be available upon request from the author, the publisher, or the American Documentation Institute. For each of the major topics covered in such a manual, the following guidelines should be subdivided into "test developer" and "test user" responsibilities. While the ultimate responsibility of testing lies with the user, the information required for proper test selection, administration and interpretation should be supplied by the test developer.
GUIDELINE 1: PURPOSES AND LIMITATIONS

Developer. It is recommended that a test manual explicitly describe the purposes and limitations of the test. Such limitations may be related to the subject population or the domain of behaviors being assessed. For example, a motor development test designed to assess motor proficiency in prepubescent children may not be appropriate for assessing proficiency in post-pubescent children. Similarly, an attitude instrument developed to assess attitudes toward physical education may not be a valid measure of attitudes toward physical activity in general. Test purposes may also be restricted to groups rather than individuals, to prediction rather than to assessment of status, or to the detection of deviant behaviors or characteristics rather than to the detection of individual differences in the normal population.

User. It is recommended that the user apply a test only for the purposes and to the population for which it was developed. If an established test is administered to a new population this should be recognized, and pilot studies designed for establishing reliability and validity reported.

GUIDELINE 2: TEST ADMINISTRATION

Developer. A test manual should contain directions for test administration in sufficient detail to enable users to replicate the procedures used in its development. These directions should include information regarding such things as the type of administrative setting (group or individual), time allocations for test administration (fixed or self-paced), instructions to subjects, and procedures for answering questions. Scoring procedures should be explicitly described, explaining the protocols for scoring sub-scales and totals, what to do with missing data and/or unfinished inventories, as well as suggestions for data presentation.

User. Users should realize that any assessment device is valid only if it is administered precisely in the manner delineated by the test developer. A test which is supposed to be administered in a formal group setting, with time allotments for each section, may lose all validity if it is given to an individual to take home to complete at his or her leisure. Similarly, attempts to clarify possible confusion and/or ambiguities by providing examples of possible responses are ill advised. Providing feedback or encouragement during a test, when none is advocated in the test manual, also may invalidate a comparison of test results with normative standards.

GUIDELINE 3: USER QUALIFICATIONS

Developer. It is the responsibility of the test developer to specify any special qualifications required for test administration, scoring and interpretation. Such qualifications may be in the form of certification or terms of required training. For example, a professional psychologist, a licensed counselor, a medical doctor or an individual with 30 hours of fieldwork in observational techniques, may be required for administering, scoring, and/or interpreting various tests.

User. Users need to acknowledge the specialized form of expertise required for administration, scoring and interpretation of some tests. Projective tests, interviews,
observational techniques, and tests associated with physiological testing (i.e., cardiovascular stress tests) may require the user to include a qualified specialist in the assessment.

GUIDELINE 4: TEST VALIDITY

Developer. The test manual should include information regarding the validity of the test, with specific identification of the purposes, situations, and populations (of persons) to which the validity statement refers. Criteria-related validity coefficients should be included for each criterion about which a recommendation is made, and all measures of criteria should be described fully.

User. Users should pay careful attention to the samples, conditions, and test purposes for which validities are given in the test manual. Status variables such as age, sex, socioeconomic status, and level of education may relate to the variable being tested. Interpretations of test results from a population differing from those used in the original test validation may be quite misleading.

GUIDELINE 5: TEST RELIABILITY

Developer. The test manual should include, whenever possible, information regarding the consistency of form-associated reliability, stability or time-associated reliability, and when appropriate, internal consistency of the test. As different methods of determining the reliability coefficient take account of different sources of errors, all reported reliability coefficients must include a description of the method used to derive these coefficients. Highly desirable is information concerning the variance components for all error sources. Tests which purport to measure general traits such as aggression, motor ability, or attitude towards some general concept (e.g., competition) must include evidence of internal consistency.

User. Tests reporting generally low consistency and/or stability reliability coefficients are not recommended for individual assessment. Tests which do not report test-retest reliability are suspect when used to measure change over extended periods of time.

GUIDELINE 6: NORMS

Developer. Normative data should be included in the test manual, as information of sample characteristics is necessary for a clear delineation of the referent population. Sample characteristics should include such things as subject age, sex, experience or background, socio-economic status and/or occupation. In addition, descriptions of relevant variables such as skilled and unskilled learners or special sample characteristics such as volunteers for a therapy group or participants in a remedial motor program should be identified. Norms should be presented in terms of percentile ranks and/or standard scores, along with measures of central tendency and variability for each subgroup.

User. Test users should be careful in comparing the test results of their subjects to those of the published norms. It is recommended that one take note of the unique characteristics of the population used to establish the norms. For example, "elite athletes" from a small rural community may not correspond with "elite athletes" from a large urban area.
Similarly, motor task norms established with male subjects may not correspond to norms established with a female sample.

ETHICAL STANDARDS IN TESTING HUMAN SUBJECTS

When testing within sport and physical activity settings a conflict often arises between adhering to highly controlled testing procedures and protecting the welfare of the subjects being tested. For example, it is often the testing process itself which results in discomfort, yields confidential information and/or cause ethical-moral dilemmas. In these situations it is recommended that test developers and users adhere to the ethical principles discussed in the APA guidelines, Ethics in Research With Human Participants (APA, 2000), and condensed and presented as Principle 9 of Ethical Standards for Provision of Services by NASPSPA Members (Section 3.A.) Especially relevant for test developers and users are the principles that: (1) the subject be informed of his or her freedom to participate in the study and withdraw at any time, (2) the subject be informed as to the nature and purpose of the study and (3) all test results be kept strictly confidential unless the subject's consent is otherwise given. Finally, even when these conflict situations do not arise it is recommended that these guidelines be utilized by all test developers and users.

References
APPENDIX C
Guidelines for Area Program Chairs
Updated, June 2013

INTRODUCTION

The President (who becomes Past-President and Conference Program Chair) is encouraged to select the three Area Program Chairs prior to the current meeting and then have a face-to-face meeting with them to review all procedures. This committee will work with the Past-President to select area committees that are diverse (e.g., area of expertise, schools of thought, gender). It is often helpful but not necessary if someone on the current committee can serve as Area Program Chair the following year.

SELECTION OF COMMITTEE MEMBERS

Area program chairs should select committee members whose interests and concerns reflect a contemporary research focus in the literature in their program area (i.e., motor development, motor learning/control, sport and exercise psychology). They should work closely with committee members and seek their input on symposia themes, invited speakers, presiders, procedures, etc. Area Program Chairs and committee members should be confirmed as members of NASPSPA before the appointment. Long time NASPSPA members often make the ‘best’ committee members, but newer or junior members can provide a fresh perspective too. A committee is probably best served by a mixture of seniority and research perspectives within their program area.

BUDGET

Registration fees must cover all expenses. Each program area is allotted $1500 to cover expenses but discretionary funds of up to $4500 can be allocated if approved by the Past-President. You should therefore decide on a keynote speaker first. The policy is that we typically do not pay any expenses for NASPSPA members. The idea of funding is to support external individuals to come to our meetings.

When you talk with a prospective keynote speaker, say that NASPSPA will cover their travel (least expensive travel including overnight Saturday), hotel room, meals, registration, and a $1000 honorarium. When you make initial contact, encourage them to stay for the entire conference and to interact with NASPSPA members. The Area Program Chair should provide them with relevant research examples related to their area of expertise (if they are unaware of our discipline-specific journals). The Area Program Chair or their designee shall serve as host for the keynote speaker. They should be aware of when the person is arriving, what his/her meal preferences are (do they prefer to be on their own or eat with others), and be sure to escort him/her to the banquet. Funds can be requested by the Area Program Chair to take the keynote speaker to dinner.
Any deviations in the budget must go through the Past-President. In some circumstances there may be a local person that would be a good reactor for a symposium or a good symposium presenter. Work with the Past-President to see if they can be enticed for a small fee.

Once you have determined the keynote speaker and any other individuals who appear on your budget sheet, you will submit their names and contact information to the Past-President who will forward to the Conference Site Coordinator. The Conference Site Coordinator will arrange for travel, sleeping rooms, and payment for speakers.

**PROGRAM CONSIDERATIONS**

*Human Kinetics Lecturer*

The Past-President is responsible for organizing this session. Please send any suggestions to the Past-President.

*Major Speakers and Symposia*

Each area is responsible for organizing the program for their respective area. In general, each area will have a major speaker, a senior lecturer, perhaps an invited symposium, and other programming that will prove valuable to NASPSPA members. The Past-President will provide Area Program Chairs with a program grid. You will see that there is limited time on the program but try to be creative to make the most of the time slots available.

- **Keynote Speaker**

  Communicate with your committee members and generate a list of 3 to 5 names. Before you ask these individuals to speak, please share your list with the Past-President. Keynote speakers often come from outside of NASPSPA, though this is not a requirement. Long-time members of NASPSPA are more typically considered for senior lecturer roles on the program.

- **Senior Lecturer**

  Some years ago, NASPSPA wanted a way to recognize and hear the work of individuals who were considered senior members of the society. Often these individuals have their students present at conferences but the membership rarely was afforded the opportunity to hear from the leaders in the field. Therefore, each program area began to invite an individual to share their work at the conference. *Recognize that this is not an award.* This is a request to speak at the conference and share research ideas in a 25-30 minute time slot. In return, the cost of registration will be waived. Any individual selected for this position *should be one of our long-standing members* and should be attending the conference that year. You may solicit ideas from your program committee for individuals to serve as a Senior Lecturer but do not ask anyone until you have communicated with the Past-President. It is not necessary to have a senior lecturer every year. (Note: The
NASPSPA Distinguished Scholar Award is selected by nomination and committee and does not have any relationship to the Senior Lecturers).

- **Symposia**

Encourage individuals to submit symposia rather than invite them. When a person is invited they often think that they will receive an all-expense paid trip to the conference. However, if you personally contact them and urge them to submit, this impression will not occur. Remind individuals that they need to be a NASPSPA member to submit. This is often a good chance to solicit some folks who may live locally but haven't attended NASPSPA in some time. Symposia should not consist of a collection of verbal presentations on one topic, nor from one laboratory. Symposia are expected to be organized around a theme with a logical connection between speakers and/or a discussant to bring things together. Representation from multiple universities is encouraged. An ideal format is a short introduction, three speakers and a discussant but this is not mandatory.

- **Abstract Submissions**

It is the responsibility of the area program committee to review and select the abstracts for inclusion at the conference as well as assign the times for presentation. The Area Program Chair will review all abstracts for their section to determine appropriateness before sending them to the entire committee. Try to group your posters thematically before submitting your final program to the Past-President.

- **Moderators and Presiders**

Area Program Chairs select moderators or presiders for all their sessions. They should be experienced presenters but should not be presenting in the session at which they are serving as moderators. Guidelines for the moderators are provided and the Area Program Chairs should reinforce the importance of keeping to time and keeping the same order that is printed. Moderators are not reimbursed.

**During the session:**
- Make certain that PowerPoint files are properly loaded and open;
- Introduce each speaker by giving author's name, institutional affiliation, and name of presenter (in case of multiple authors);
- Give speakers a signal at 5 and 2 minutes remaining in their 12-minute presentation;
- With the remainder of time, invite questions from the audience. If there are no audience questions, the moderator should forward a question;
- Stop the presentation/questions when there are 30 seconds remaining in the scheduled time slot (no exceptions). If audience members have additional questions, they can ask the speaker after the session is over.
Outstanding Student Paper Awards

Students submitting abstracts as the primary author are eligible for the outstanding student paper award. Please see the Awards section in this manual.
**SUGGESTED TIMELINE WHEN ANNUAL CONFERENCE IS IN EARLY JUNE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>Current President (to be Past-President for next year’s conference) meets with Area Program Chairs at conference to discuss responsibilities</td>
</tr>
<tr>
<td>July 1</td>
<td>Names for committee members submitted to Past-President</td>
</tr>
<tr>
<td>September 1</td>
<td>List of 3 names of potential keynote speakers with a small statement about their areas of research and why they would be good speakers.</td>
</tr>
<tr>
<td>September 15</td>
<td>List of potential senior lecturers and invited symposia to Past-president; preliminary budget information to Past-president.</td>
</tr>
<tr>
<td>January 16</td>
<td>Abstracts due (preliminary review by Area Program Chairs)</td>
</tr>
<tr>
<td>February 20</td>
<td>List of accepted abstracts due from Area Program Chair to Past-President. Area Program Committees begin screening for the Outstanding Student Paper Award.</td>
</tr>
<tr>
<td>March 1</td>
<td>Authors notified about acceptance of abstracts (not mode of presentation). Preliminary Schedules delivered to Past-President by Area Program Chairs including list of presiders.</td>
</tr>
<tr>
<td>March 7</td>
<td>Area Program Chair notifies Past-President of winner of the Outstanding Student Paper Award.</td>
</tr>
<tr>
<td>March 15</td>
<td>Draft program posted on the Web. Authors notified of mode of presentation.</td>
</tr>
<tr>
<td>April 1</td>
<td>Final version of program posted on the Web. Early registration due.</td>
</tr>
<tr>
<td>May 1</td>
<td>Hotel reservations due; late registration due.</td>
</tr>
</tbody>
</table>
1. The Conference Site Coordinator works closely with the Past-President on all aspects of the conference.

2. A cancellation fee of $25 will be charged if a person cancels between 30 and 60 days preceding the conference. A cancellation fee of $50 will be charged if a person cancels between 7 and 30 days before the conference. Registration fees will not be refunded if a person cancels less than 7 days before the first conference date (5/29/97, Executive Committee).

3. As soon as the site is determined and contract is signed by two NASPSPA officers or designees, the Conference Site Coordinator will advertise conference in appropriate outlets (ACSM, SCAPPS, JSEP, TSP, etc.).

4. Conference Site Coordinator will be responsible for all conference logistics (meeting rooms, food and beverage, all coordination with site).

5. Conference Site Coordinator will report back to Secretary-Treasurer an Income/Expense report so the S/T can include this with his or her NASPSPA budget information.

6. The Conference Site Coordinator will work with the Executive Committee to decide future conference sites. The Conference Site Coordinator will do site visits and report back to the Executive Committee on pros and cons of each site. NASPSPA will pay expenses for site visits.

7. At the conclusion of each conference, the Conference Site Coordinator will meet with the Executive Committee to gather feedback on the current conference.
APPENDIX E
Guidelines for Abstract Submission and Presentations
Updated June 2008

A. Types of Papers Accepted for Presentations

Data based, theoretical, or research review papers that have not been previously published or presented elsewhere are eligible for presentation. If the data on which a submitted paper is based have been previously published or presented elsewhere, the author should indicate where the paper was published or presented and how the submitted paper is different from the previous paper.

B. Nonsexist Content in Abstracts and Presentations

In our continuing effort to demonstrate commitment to policies of nondiscrimination for women and minorities, the NASPSPA executive committee has adopted the following guidelines for program proposals and presentations.

Program Titles and Abstracts

Choice of titles for program and abstract descriptions should use words that are clear, accurate, and free from bias. Titles which may be humorously intended may subtly convey sexist views. Titles and abstracts which address issues using generic terms may also convey stereotypic attitudes. For example, titles referring to 'mankind' may carry the implicit assumption that women are of secondary importance. Titles adopted for presentations should be given thoughtful consideration to ensure nonsexist attitudes.

Program Presentation

Language used in program presentations should be nonsexist. Long established cultural conventions and practices can become powerful unconscious perpetrators of sexist attitudes. Of particular importance are those words which convey dominance of one sex over the other such as the use of the pronoun 'his' as a universal referent. Constant use of the 'his' pronoun keeps the male visible in language and thereby in the collective conscious, rendering the female invisible. Alternative sentence structure so that the need for a pronoun is eliminated, or using his or her as a referent, are acceptable alternatives. Stereotyping, or using words that convey unsupported or biased connotations about sex roles and identity should be avoided. The use of the term 'man and wife,' for example, implies different activities for each term and leads the listener with respective evaluation components. Using terms such as 'chairman,' 'marksman,' and 'oarsman,' leads to unconscious conclusions about sex appropriate occupational or sports behavior. The changing of language may seem a difficult task, but careful attention to implicit meaning and practice in rephrasing old, comfortable language makes the task less difficult. The goal of this effort - accurate and unbiased communication - will then be achieved.
Visual Aids Used in Program Presentations

Visual aids used in program presentations should also be nonsexist. Slides as well as words can convey biased connotations about sex roles and identity. Slides intended to be humorous may also subtly convey sexist views. Therefore, slides developed for presentation should be given thoughtful consideration to ensure nonsexist attitudes.

C. Use of Subject/Client Names

Although APA and NASPSPA Ethical Guidelines permit the use of subject/client names with the person's consent, it is rarely necessary to reveal the identity of subjects/clients in a research presentation. Even with subject/client consent, identifying them may not be in their long-range best interest. This is particularly evident in presentations which deal with problems in emotional control, interpersonal relations, personality, or behavior that is deemed antisocial/unlawful. Therefore, NASPSPA has adopted a policy that investigators shall not use subject/client names in presentations. However, if permission has been granted by the subject/client and the topic of discussion is not subject to misinterpretation that could reflect poorly on him/her, special permission to use subject/client names may be granted by writing to the NASPSPA Past-President.

D. Commitment to Present

Abstracts are submitted with the understanding that the paper will be presented by the lead author or a coauthor, in person. If the author(s) cannot be present to give the paper for some unexpected reason, it is his/her/their responsibility to find an appropriate substitute or to petition in writing to the Executive Committee for the paper's withdrawal. Except under exceptional circumstances (with written justification), failure to do so will result in being ineligible to author a paper at NASPSPA for up to two years for all authors on the paper. The list of non-presented papers will be printed in the next edition of the conference proceedings.

E. On-Line Submission Requirements

Specific instructions for online submission will be published in the Fall newsletter and on the NASPSPA website. The maximum length of an abstract is approximately 4.5” wide by 3.5” long, with 9-point Times font. Presenters must be NASPSPA members at the time of the conference. Abstracts may be submitted prior to membership renewal. Non-members will not be able to attend the conference. An author may be the first author on no more than two verbal and/or poster presentations each year. An acceptance/rejection letter will be sent on or about March 1.
APPENDIX F
Detailed Guidelines for Communication Director
Updated June 2013

The Communication Director (CD) is responsible primarily for the NASPSPA newsletter, website updates, approval of job postings, and communication to membership.

(a) NASPSPA Newsletter

- The NASPSPA newsletter is published 3 times per year by Human Kinetics (HK) and is posted on the NASPSPA website. Publication dates are:
  - Winter (January 15th)
  - Spring (April 15th)
  - Fall (October 15th)

- The newsletter is published as a pdf document and posted on the NASPSPA website. Minutes, membership reports, and other documents are posted separately on the website. The newsletter contains URL links to these documents.

- The current process (beginning Volume 33) of publishing the newsletter involves the CD collecting, organizing, and doing preliminary editing of information for the newsletter, which is then sent along to Human Kinetics (HK) for publication and editing. Information should be sent from EC members or NASPSPA membership to the CD electronically, either in e-mail messages or as attached files. The information then needs to be organized, and edited, by the CD for ease of use by HK (a good idea is to have a master document outlining sections of the Newsletter in which corresponding files are clearly identified). Once HK has put together a newsletter proof, it should be sent along to the EC for final review (the CD is also responsible for doing any final editing on the proof at this point). Final edits are then sent by the CD to HK for any changes. The final newsletter (sent from HK to the CD in pdf format) is then posted on the NASPSPA website on the publication date (and a notice must then be sent to membership notifying them of its availability). Meeting minutes, membership reports, and other relevant documents are also posted on the website at the time of newsletter publication (and noted in the newsletter with links to the documents).

(Note. Because HK ideally requires the information 1 month in advance of the publication date, materials for each newsletter should be requested from the EC and NASPSPA members so that they are received 6 weeks in advance of publication [or 2 weeks in advance of the submission deadline of information to HK]. This provides the CD two weeks to collect, organize, and do preliminary editing of information; as well as to follow-up on any items that might not have been received by the requested date).

Specific information for each of the three newsletters

- Note that the specific headings list the type of information published and at least one member of the Executive Committee is responsible for writing and sending each piece of information to the CD.

- It is within the CD’s discretion, with approval from the EC, to modify the format and content of the newsletter as needed to effectively communicate with the membership.
FALL ISSUE (Issue 3)

NOTE:
In odd years, the outgoing CD will call for submissions by the EC and submit them to HK. The incoming CD will observe the process and will be responsible for reviewing the draft from HK, forwarding it to the EC for approval, ensuring the newsletter is posted to the website, and emailing the membership.

In even years, the outgoing Secretary-Treasurer will provide the required materials for the newsletter. The outgoing and incoming S-Ts will share responsibility for reviewing the draft from HK.

Timeline:
- CD requests newsletter materials from EC: August 1
- EC submits materials to CD: September 1
- CD submits materials to HK: September 15
- Publication and email announcement date: October 15

The fall issue is listed as the third issue of the volume (because we operate on a January-December calendar year for membership).

- **Section 1** (1 page) - COVER PAGE
  A) Include the NASPSPA logo:
     • Include attached file
  B) Include the following text near the logo:
     • www.naspspa.org
  C) Include the following information:
     • Volume #
     • Issue #3
     • Month, Year
     • Tri-annual Publication
  D) Include a list of executive committee members and their affiliations
  E) Request a Table of Contents on the cover page

- **Section 2** (~2-3 pages) – President’s message and Past-President’s column
  A) President’s Message (submitted by the President)
     • Include attached files (message and photo)
  B) Past-President’s Column (submitted by the Past-President)
     • Include attached files (column and photo)

- **Section 3** (~1-2 pages) – Conference hotel information
  • Include attached files with a link to the conference hotel, hotel rates, transportation and parking details, conference registration costs, the area program committees, and photos of the location (this material should be collected from the Conference Site Coordinator and the Past-President).
- Provide a note to renew memberships and register for the conference on-line.

- **Section 4** (call out box) – Call for nominations
  - Ask for a call out box with a message calling for nominations for open awards and vacant EC positions (from President)

- **Section 5** (~1 page) – Early Career Distinguished Scholar Awards
  - Start this page with the heading “Early Career Distinguished Scholar Awards” at the top of the page, followed by a bio and photo of each (from the Past-President).

- **Section 6** (~ 1 page) – Distinguished Scholar Award
  - Start this page with the heading “Distinguished Scholar Award” at the top of the page, followed by a bio and photo (from the Past-President).

- **Section 7** (~ 1-2 pages) – Conference information
  - Include attached files with dates of the conference, a link to the NASPSPA registration site, abstract submission deadlines, start and end times of conference, a notice of when hotel registration opens, program chair contact information, area program committee information, and photos.
  - Include detailed information on abstract submission (this material should be collected from the Conference Site Coordinator and the Past-President)

- **Section 8** (1 page) – Students’ Column (submitted by the Student Representative)
  - Include attached files (column and photo)

- **Section 9** (~ 1 page) – Student Awards
  - Provide announcements of the Student Award winners from the previous conference and photos of them receiving their awards. Also, note for readers that a listing of awards can be found at the NASPSPA web-site (and provide a hot link, if possible)

- **Section 10** (~ 1 page) – NASPSPA Distinguished Scholar, NASPSPA Early Career Distinguished Scholar, and NASPSPA Outstanding Student Paper award information
  - Provide announcements of the Award winners from the previous conference and photos of them receiving their awards. Also, note for readers that a listing of award nomination information can be found at the NASPSPA web-site (and provide a hot link, if possible, under each)

- **Section 11** (~ ½ page) – Spring Executive Committee Meeting Minutes
  - Provide a note to members that the Spring Executive Committee Minutes can be found on the NASPSPA web-site (and provide a link, if possible).
  - The following EC minutes need to be included: Pre-conference, Business Meeting, and Post-conference. Minutes are submitted by the Secretary-Treasurer.

- **Section 12** (1 page) – Financial Report and Membership Report
- Provide the Financial Report and Membership Report, and provide links to each one on the NASPSPA website
- The Financial and Membership reports are submitted by the Secretary-Treasurer.

WINTER ISSUE (Issue 1)
- CD requests newsletter materials from EC: November 1
- EC submits materials to CD: December 1
- CD submits materials to HK: December 15
- Publication and email announcement date: January 15

- The Winter issue starts a new volume and is issue number 1.

- Section 1 (1 page) - COVER PAGE
  A) Include the NASPSPA logo:
     • Include attached file
  B) Include the following text near the logo:
     • www.naspspa.org
  C) Include the following information:
     • Volume #
     • Issue #1
     • Month, Year
     • Tri-annual Publication
  D) Include a list of executive committee members and their affiliation
  E) Request a Table of Contents on the cover page

- Section 2 (~2-3 pages) – President’s message and Past-President’s column
  A) President’s Message (submitted by the President)
     • Include attached files (message and photo)
  B) Past-President’s Column (submitted by the Past-President)
     • Include attached files (column and photo)

- Section 3 (~1-2 pages) – Conference hotel information
  • Include attached files with a link to the conference hotel, hotel rates, transportation and parking details, conference registration costs, the area program committees, and photos of the location (this material should be collected from the Conference Site Coordinator and the Past-President)

- Section 4 (~1 page) – Pre-conference symposium information
  • There might or might be a pre-conference symposium or workshop at each conference. If relevant, this information should be collected from the Past-President and/or the Conference Site Coordinator.

- Section 5 (~3-5 pages) – Lecturers and Keynotes
- Section 5.1 – Human Kinetics Lecturer and Early Career Distinguished Scholars
  • Start this page with the heading “Human Kinetics Lecturer” at the top of the page, followed by a bio and photo of the Human
Kinetics Lecturer (from the Past-President). Then have the heading “Early Career Distinguished Scholars”, along with a presentation title and photo of each Early Career Distinguished Scholar (from the Past-President)

- **Section 5.2 – Keynote Speakers**
  - Include a presentation title, brief bio, and photo for each of the Keynote Speakers (from the Past-President)

- **Section 5.3 – Senior Lecturers**
  - Start with the heading “Senior Lecturers” at the top of the page, with the following just below the heading as well “The purpose of our Senior Lecturer series is to hear about the research efforts of some of our distinguished members who have presented at NASPSPA over the years. Regardless of program area, these talks will appeal to all NASPSPA members.”
  - Below this include a presentation title, bio, and photo for each of the Senior Lecturers (from the Past-President)

- **Section 6 (1 page) – Students’ Column (submitted by the Student Representative)**
  - Include attached files (column and photo)

- **Section 7 (~ 2 pages) – Feature Article**
  - There might or might not be a feature article submitted by membership. If so, include the article and any photos (if relevant). The article should appeal to the broad membership. An example of a recent article is “Motor Development goes to China” (Volume 33, 1).

- **Section 8 (~ 1 page) – Out-going NASPSPA Executive**
  - Provide a little thank you all out-going NASPSPA executive members as well as the Conference Site Coordinator. Include photos from the previous NASPSPA conference. *(Important Note: The CD is responsible for taking photos of out-going executive members at each conference, as well as photos of other award winners)*

- **Section 9 (~ ½ page) – Fall Executive Committee Meeting Minutes**
  - Provide a note to members that the Fall Executive Committee Minutes can be found on the NASPSPA web-site (and provide a hot link, if possible). Minutes are submitted by the Secretary-Treasurer.

**SPRING ISSUE (Issue 2)**

- CD requests newsletter materials from EC: March 1
- EC submits materials to CD: March 15
- CD submits materials to HK: April 1
- Publication and email announcement date: April 15 (Note: Online voting begins with the publication of the newsletter and runs for 10 business days)
- The Spring issue is the second issue of the volume.

- **Section 1** (1 page) - COVER PAGE
  A) Include the NASPSPA logo:
  - Include attached file
  B) Include the following text near the logo:
  - www.naspspa.org
  C) Include the following information:
  - Volume #
  - Issue #
  - Month, Year
  - Tri-annual Publication
  D) Include a list of executive committee members
  E) Request a Table of Contents on the cover page

- **Section 2** (~2-3 pages) – President’s message and Past-President’s column
  A) President’s Message (submitted by the President)
  - Include attached files (message and photo)
  B) Past-President’s Column (submitted by the Past-President)
  - Include attached files (column and photo)

- **Section 3** (1 page) – Students’ Column (submitted by the Student Representative)
  - Include attached files (column and photo)
  - (Note. This column should include an invitation to attend the conference, progress on student issues, and announce student meeting at conference)

- **Section 4** (1-2 pages) – President-Elect Candidates
  - Include pictures and bios for each candidate (names submitted by President; bios and photos submitted by the candidates). A position statement about commitment to, and interest in, the position has been included when available.

- **Section 5** (1-2 pages) – Secretary-Treasurer Candidates or Communication Director Candidates (Note: The Secretary-Treasurer and Communication Director elections are in alternating years).
  - Include pictures and bios for each candidate (names submitted by President; bios and photos submitted by the candidates). A position statement about commitment to, and interest in, the position has been included when available.

- **Section 6** (1-2 pages) – Student Representative Candidates
  - Include pictures and bios for each candidate (names submitted by President; bios and photos submitted by the candidates). A position statement about commitment to, and interest in, the position has been included when available.
(b) Website Updates

- The CD is responsible for updating the content of the NASPSPA web-site. Probably the most significant regular updates include timely abstract submission information and deadlines, as well as other conference information (e.g., invitation, call for papers, registration, hotel registration, and maps) as they become available from the Past-President. The CD also ensures the conference sponsor information is posted (that information should be gathered from the Secretary-Treasurer prior to the conference each year).
- As of June, 2008, Executive Committee Meeting Minutes need to be posted on the NASPSPA web-site. The minutes from EC meetings should be collected from the Secretary-Treasurer and submitted to HK at the same time as the fall and winter newsletter items and hotlinked in the newsletters.
- (Note. Prior to June, 2008 [up to and including the Winter, 2008 newsletter] EC meeting minutes can be found in the previously published newsletters).
- As of June, 2008, NASPSPA awards information needs to be posted on the NASPSPA web-site. The CD should ensure that the information, particularly award amounts and application deadlines, are consistent with current NASPSPA policy. This should be done at the latest on the same date as the release of the fall newsletter.
- (Note. The award information can also be found in the NASPSPA Policy Manual, so it’s just a matter of ensuring the web-site information is consistent with the current Policy Manual).

(c) Approval of Job Postings

All position announcements submitted via the Employment Posting Form will be reviewed by the Communication Director and/or Executive Committee. Approved announcements will be posted on the NASPSPA website.

(d) Communication to Membership

- The CD is responsible for general communication to members. Notices via e-mail typically include:
  - newsletter publication (sent October 15, January 15, April 15)
  - reminders to renew membership (sent November/December)
  - abstract submission deadlines
  - conference updates
- The CD is also responsible to provide a verbal report to members at the conference business meeting.
- As of the Fall, 2008 EC meeting (to be published in the minutes of the Winter, 2009 newsletter), the NASPSPA policy is: “The EC decided that the communication director would canvas the EC committee on whether emails about future conferences should be emailed or posted; depending on how useful the information would be to a majority of the members.” As a result, when members request that information on conferences, workshops, etc… be sent to members, an
e-mail should be sent to the EC for approval either as a post on the web-site or e-mail to members. If the request for an e-mail is denied, the CD should inform that a membership list can be purchased from the Secretary-Treasurer.

(e) Assistant
Hire a part-time assistant (maximum of $1000.00 per year) to help with duties as needed, especially obtaining information for the newsletters.
APPENDIX G
Duties of Secretary-Treasurer
Updated June 2008

1. Financial Records
   a. Maintain bank account and on-line banking with Wells Fargo;
   b. Pay bills and deposit checks using NASPSPA Wells Fargo account;
   c. Maintain NASPSPA financial records by using Quicken software;
   d. Generate financial reports for business meeting and executive board meetings;
   e. Distribute funds for awards (most checks written at conference; exceptions are Graduate Student Research Grants and International Travel Grants) and maintain records of recipients and amount;
   f. Create and implement methods of keeping the organization financially solvent;
   g. File appropriate reports each year to State of Illinois and federal government;
   h. Remind the President to have a certified public accountant provide a financial report at the end of the term.

2. Membership
   a. Revise membership form each year and communicate with Human Kinetics (HK) regarding any changes (usually after Fall EC meeting);
   b. Work with HK to remind members to renew membership (usually in November/December);
   c. Coordinate with HK regarding membership issues, membership database maintenance, and related issues;
   d. Communicate with membership regarding any of the above.

3. Conferences
   a. Work with HK and the Conference Site Coordinator on registration and financial issues prior to and during conference as needed;
   b. Send a letter to conference sponsors detailing payment, what they receive, contact information for Conference Site Coordinator, and request their LOGO and website; upon reception send LOGO and website to Communication Director;
   c. Take NASPSPA laptop to conference for reference to documents during executive meetings;
   d. Write up minutes of business meeting and distribute to EC (usually by email) for editing and unofficial approval;
   e. Provide members with financial and membership reports
   f. Write checks for conference awards and for generation of awards (currently Bernice Fischman creates award certificates, has them framed and shipped to the conference).
4. Executive committee meetings
   a. Take NASPSPA laptop for reference to documents during meeting;
   b. Take minutes during meeting and distribute a draft of minutes to EC for
      unofficial approval;
   c. Prepare financial and membership reports (fiscal year end for fall EC and up
      to mid- or end of May for conference EC meetings) and provide to the EC;
   d. Distribute reimbursement forms to EC members and collect forms/receipts
      and then reimburse.

5. Assistant
Hire a part-time worker ($15 per hour, for a maximum of $500 per year) to help
with duties as needed.

6. Other duties
   a. Communicate with companies/individuals who request mailing lists, and work
      with HK to generate mailing list;
   b. Communicate with members (and organizations) who have questions
      regarding membership or other issues;
   c. Pay HK for Management Contract;
   d. Report website problems to Communication Director;
   e. Address legal and insurance issues;
   f. Update NASPSPA letterhead after elections and prior to September 15;
   g. Maintain inventory of items owned by NASPSPA that are worth more than
      $500;
   h. Maintain electronic copy of current Policy Manual (word) and other
      documents, such as legal and historical, on NASPSPA laptop;
   i. Maintain monthly back-up of NASPSPA laptop on external storage device.
APPENDIX H
Student Representative Time Lines and Notes
Updated June 2013

**July/August**
- Contact Communication Director if you are interested in including student-specific questions in post-conference survey.
- Read Policy Manual to become familiar with position, awards, deadlines, etc.

**September**
- Fall newsletter article due to Communication Director September 1
  - Recap of conference events including naming student award winners
  - Provide information about each student award and deadlines. Include hyperlinks to relevant sections of NASPSPA website and refer students to relevant sections of policy manual for complete award details.
  - Details and highlights about next year’s conference
    - Announce deadline for abstract submission
  - Brief description of Student Representative position and call for nominations (announce deadline of February 1)

**October**
- Fall newsletter disseminated October 15
- Start gathering names of professionals for student-professional event
- Start brainstorming ideas for student social

**November**
- Attend Fall EC Meeting
  - Conference issues for students (anything you overheard or were asked at previous conference)
  - Nominees for Student Representative (i.e., respondents from first call at conference student meeting)
  - Begin planning student social
- Work with Conference Site Coordinator (currently Penny McCullagh)
- Can see if you can connect with students who live in the city where conference is being held for ideas, locations, etc.
- Budget is $1000 from NASPSPA plus whatever you charge for students (make sure to ask about taxes and gratuity included charges)
- Avoid locations that are not walking distance from the conference Hotel
**December**
- Winter newsletter due to Communication Director by December 1
  - Details and highlights of next year’s conference
  - Call for nominations for Student Representative (deadline Feb. 1\textsuperscript{st})
  - Upcoming award deadlines and refer students to relevant sections of policy manual
  - Student issues from fall EC meeting
  - Announce pre-conference symposium/workshops/lunch
  - Provide information about student social if available
- Establish line of communication for students looking to share a room at the conference.
  - Suggestion: provide your email address, use Facebook and the Winter Newsletter.

**January**
- Winter newsletter disseminated January 15
- Continue planning student social with Conference Site Coordinator

**February**
- If there are more than two Student Representative nominees as of February 1\textsuperscript{st}: contact President, President-Elect, and Past-President to assemble a Nominations Committee (see Article 10.3).
  - Send Student Representative nominees’ materials to Nominations Committee. They have a deadline of February 21 for selection of final two candidates.
- Email final two Student Representative candidates for academic interests, statement of interest and picture. Give them a deadline of February 28 to submit materials to you. Also, inform the candidates that they should plan on staying until Sunday afternoon of the conference because the incoming student representative must attend the post-conference EC meeting.
  - Check if President desires to invite Student Representative to the pre-conference EC meeting as well. If so, pass this information along to the two nominees for planning travel.

**March**
- Spring newsletter items due to Communication Director March 1
  - Submit Student Representative candidates academic interests, statement of interest, and picture to communication director
  - Provide pre-conference symposium/workshop details
  - Provide specific information about student social and student meeting (day, time, location)
  - Encourage student attendance at Annual Business Meeting
- Finalize student social (mid March)
  o Provide Conference Site Coordinator and Past-President with details
  o Conference Site Coordinator will provide deposit, if required.
- Finalize student meeting agenda
- Finalize details on any other student events taking place at June Conference

**April**

- Spring newsletter disseminated April 15th

**May**

- Remind professionals attending student-professional event about date, time, and location.
- Create and distribute schedule for student registration table (incoming student representative may be interested in volunteering at the table).
- Create sign up sheets and tickets for student social and any other student events.
- Check with conference site coordinator if there are any outstanding issues or questions.
- Post reminder about student events on NASPSPA’s Facebook page and encourage students to attend.

**June (Conference)**

- Attend EC pre-conference meeting on Wednesday prior to the conference
- Responsible for registration table at the conference
- Host student meeting at conference
  o Often this meeting is held in conjunction with the student social
  o Meeting agenda should include:
    - Open forum for discussion of student questions or concerns
      - If student meeting not logistically possible, can ask students for their comments/concerns on comment boxes at student table.
    - Description of student representative position and call for nominations (announce deadline of February 1)
    - Description of student awards and application process
    - Announcement of student award winners
      - Include brief presentation from students awarded the graduate student award for international travel
- Attend EC post-conference meeting on Sunday morning following the conference
## APPENDIX I
### Past Officers

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Secretary-Treasurer</th>
<th>Communication Director</th>
<th>Student Rep.</th>
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<tr>
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<td>E. Dean Ryan</td>
<td>Rainer Martens</td>
<td>Kenneth Lersten</td>
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<td>William Koch</td>
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<td>William Koch</td>
<td>Jean A. Barrett</td>
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<td>Don Kirkendall</td>
<td>William Koch</td>
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<td>Daniel M. Landers</td>
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<td>Chris Bertram</td>
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<td>John Buchanan</td>
<td>Jeffrey T. Fairbrother</td>
<td>Travis Dorsch</td>
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<td>2012-2013</td>
<td>John Shea</td>
<td>Shannon Ringenbach</td>
<td>Jeffrey T. Fairbrother</td>
<td>Jennifer Tomasone</td>
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**Years Past-Presidents’ Liaison**

- 2003-2006: Jane Clark
- 2006-2009: Beverly Ulrich
- 2009-2012: Howard Zelaznik
- 2012-: Maureen Weiss
## APPENDIX J

### Past Award Winners

<table>
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<tr>
<th>Distinguished Scholars</th>
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<td>Matthew Heath</td>
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<td>Sian Beilock</td>
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<td>Ryan Rhodes</td>
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<td>David Vaillancourt</td>
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<td>Timothy Welsh</td>
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<td>Amy Latimer</td>
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<td>Quincy J. Almeida</td>
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<td>Catherine M. Sabiston</td>
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<td>Nicholas D. Myers</td>
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<td>Claire Giuffrida</td>
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<td>Rosa M. Angulo-Kinzler</td>
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<td>Jin H. Yan</td>
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Maria Kavussanu 1995
Jennifer Etnier 1995
Yeou-Peh Liu 1996
Maria Kavussanu 1996
L.T.B. Gobbi 1996
Jose Barela 1997
Andrea Mason 1997
Shannon Mihalko 1997
Nida Roncesvalles 1997
Kelly Pryde 1998
Diane Romero 1998
Chunxiao He 1998
Paul Estabrooks 1999
Thomas Scott Marzilli 2000
Victoria Haehl 2000
Panteleimon Ekkekakis 2000
Jenny Hill 2001
A-Ron Chang 2002
Kaleb McDowell 2002
Max J. Kurz 2003
Jason S. Metcalfe 2003
Daniella Godoi 2004
Matthais Weigelt 2004
Nicholas Myers 2004
Steven Coombes 2005
Thomas Korff 2005
Amy Latimer 2005
Meghan McDonough 2006
Ting Liu 2007
Breanna Studenka 2008
Bradley King 2008
Kelley Arbour 2008
Alison Smith 2008
Anastasia Kyvelidou 2009
Jennifer Gapin 2009
Shaelish Kantak 2010
Erica Rauff 2010
Rebecca Bassett 2011
Jason Eckerle 2011
Samuel Logan 2011
Lindsay Kipp 2012
Blair Evans 2013
Azizah Jor’dan 2013
Deanna Kennedy 2013

Graduate Student Research Grants
Kelly Arbour 2005
Aaron Duley 2005
Dawn Lantero 2005
Anne Cox 2005
Steven Coombes 2006
Janice Chien-Ho Lin 2006
Nicholas Myers 2006
Sarah Wall 2006
Winona Snapp-Childs 2007
Shailesh Kantak 2007
Tobin Silver 2007
Jennifer Brunet 2008
Chad Rethorst 2008
Kelly Gamble 2009
Matt Brown 2009
Neha Loda 2009
Travis Dorsch 2010
Joshua Williams 2010
Melanie Adams 2011
Lindsay Kipp 2011
Dokyeong Lee 2011
Guilherme Cesar 2012
Patrick Belling 2012
Ya Yun Lee 2012
Elizabeth (Kip) Webster 2012
Kaitlyn Baily 2013
Ali Brian 2013
Deanna Kennedy 2013
Kaylena Ehgoetz Martens 2013
Larissa K. True 2013

**Graduate Student Award for International Conference Travel**
Clare MacMahon 2003
Breanna Studenka 2006
Li-Chiou Chen 2006
Chia-Lin Chang 2006
Beth Smith 2007
Chia-Lin Chang 2007
Kate Keetch 2007
Michael Sage 2008
Moe Machida 2009
Rebecca Bassett 2009
Lindsay Duncan 2010
Casey Gray 2010
Prisila Caçola 2010
Amber Shipherd 2011
Veronica Son 2012
Chih-Chia Chen 2012
April Karlinsky 2013
Jessica Stapleton 2013
Jennifer Tomasone 2013
APPENDIX K
NASPSPA Area Program Committees

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<thead>
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<th>Year</th>
<th>Chair(s) and Program Coordinators</th>
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<tr>
<td>1973</td>
<td>Rainer Martens (Chair) Jack Keogh Richard Schmidt Michael Wade</td>
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<tr>
<td>1974</td>
<td>Ann Duncan Baylor (program coordinator) Lawrence Abraham (assistant to program coordinator) John McNutt (conference coordinator)</td>
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<td>Dorothy Harris (Chair) Robert Christina</td>
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<td>1976</td>
<td>Waneen Wyrick Spirduso (conference chair) Daniel Landers</td>
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<td>1977</td>
<td>William B. Koch (conference chair) A. Craig Fisher (program coordinator) Harold Morris (program coordinator)</td>
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<td>1978</td>
<td>David Pargman (conference and program director) Michael Sachs (assistant program director)</td>
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<tr>
<td>1979</td>
<td>Robert W. Christina (representative to scientific committee) Mary Ann Roberton Vern Seefeldt Jerry Thomas Jane Clark Conrad Milne Glyn Roberts Wayne Halliwell Tara Scanlan Dean Ryan J.A. Scott Kelso Waneen Wyrick Spirduso Eric Roy Karl Newell</td>
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<th>Motor Development</th>
<th>Sport &amp; Exercise Psychology</th>
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<td>1980</td>
<td>Larry Abraham (Chair)</td>
<td>John Tudor (Chair)</td>
<td>Tara Scanlan (Chair)</td>
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<td>Beth Kerr</td>
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<td>Robert Weinberg</td>
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APPENDIX L

Past Lectures/Speakers

**Human Kinetics Lectures**

1988  Dr. E. Roger Jones, Professor, Department of Philosophy, The University of Tennessee, Knoxville. *Philosophical tension in a scientific discipline: So what else is new*

1989  Dr. H.M. Ducharme, Assistant Professor, Department of Philosophy, The University of Akron. *The person as agent in sport psychology, motor learning, control and development.*

1990  Dr. John M. Hoberman, Associate Professor, Department of Germanic Languages, The University of Texas, Austin. *The origins of sport psychology.*

1991  Don Hellison, Professor, Portland State University. *Sport psychology and humanity: A perspective on the role of values and impact in academic life.*

1992  Dr. Gerald Massey, Director, Center for Philosophy of Science, University of Pittsburgh. *Mind-Body Problems.*

1993  Michael Turvey, University of Connecticut. *From Borelli (1608) and Bell (1826) to Dynamical Laws of Perception and Action.*


1995  Sarah Franklin, University of California, Santa Cruz. *Body techniques in the postmodern era.*

1996  John Basmajian, McMaster University. *A glorious symphony: Muscle, ligaments, CNS.*


1999  Peter J. Lang, University of Florida. *Emotion and attention: Basic research in cognitive neuroscience (and implications for the psychology of sport).*

2000  Ted Bullock, UC-San Diego. *What do we need to find out? Some evolutionary perspectives, especially "system" puzzles that underline our ignorance.*

2001  Andrew Black, University of Missouri-St. Louis. *Integrity in research: A role for philosophers?*


2003  Integrative Symposium: *Specificity of Training in Sport and Exercise Psychology & Motor Behavior* Introduction: Janet Starkes. Speakers: Jean Côté, Queens University and Luc Proteau, University of Montreal


2007  Robert Schutz, University of British Columbia: *Measurement and statistics in Kinesiology: Cinderella, wicked stepsister, or fairy godmother?*

2008  Laurel Trainor, McMaster University: *Feeling the beat: The origins of music in rhythmic movement.*


2010  Michael McBeath, Arizona State University: *Going deep: Human dog, and robot ball-catching helps clarify fundamental principles of psychology.*

2011  Robert J. Vallerand, Université du Québec à Montréal: *Passion in sport and exercise: Theory and research*

2012  Lawrence Shapiro, University of Wisconsin: *The body in mind, but whence the mind?*

2013  Peter Ayton, City University London: *How judgment and decision research can influence sport (and vice versa)*
# Major and Guest Speakers

**1976**  
Janet Spence  
Bob Helmreich  
Paul Paulus  
James Houk  
Jennifer Buchwald  
Edward Taub  
Robert Hutton  
Steve Keere  
Eberhard Fetz

**1977**  
Michael Turvey  
Hollis Fitch  
Norman Endler  
Thomas Easton  
Edward Deci  
Bill Jones

**1978**  
Robert Hicks  
H.T.A. Whiting  
D.J. Glencross  
Charles Spielberger

**1979**  
Kevin Connelly  
Carol Dweck  
Herbert Haag  
Yuri Hanin  
Doreen Kimura  
Jacques Paillard  
Christopher Poulton

**1980**  
Bernard Weiner  
Susan Harter  
Franklin Henry  
John Gyr

**1981**  
George Stelmach  
Irwin Sarason  
Emilio Bizzi  
Michelene T.H. Chi  
Lawrence Rarick  
Ann Beuter  
Claire Kopp

**1982**  
Peter Green  
C.R. Gallistel  
Joseph Young  
T. Borkovec

**1983**  
William Charlesworth  
John Hollerbach  
J. Soechting  
Daniel Kirschenbaum

**1984**  
M. Jeannerod  
E. Thelen  
J. Nitsch  
P. Lang

**1985**  
Charles Carver  
John Fentress  
David Rosenbaum
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| 1986 | Michael Posner  
Herbert Pick  
Edwin Lock |
| 1988 | Francis J. Pirozzolo  
R.B. Stein  
Eugene Goldfield |
| 1989 | Elliot Saltzman  
Peter Seraganian |
| 1990 | Frances D. Horowitz  
Richard Ivry  
John Nicholls |
| 1991 | Ann C. Bekoff  
Jacquelynne Eccles  
Anatole Feldman |
| 1992 | Mark Leary  
John Anderson  
Peter Wolf |
| 1993 | Apostolos P. Georgopoulos  
Roger Johnson  
David Johnson |
| 1994 | Esther Thelen  
Robert Dustman  
K. Anders Ericsson |
| 1995 | Bruce Compas  
Joseph Campos  
Robert Bjork |
| 1996 | Ken Holt  
James Maddux  
David Rosenbaum  
Ronald E. Smith |
| 1997 | Kurt W. Fischer  
Roland S. Johansson |
| 1998 | Stuart Biddle  
Larry Brawley  
Neil Alexander  
Tom Rowland  
Ann Gentile |
| 1999 | Martin L. Maehr  
William T. Greenough  
Reinoud J. Bootsma |
| 2000 | Nina Bradley  
Richard Ivry  
James Sallis |
| 2001 | Olaf Sporns  
Thomas Thach  
Arthur Kramer |
2002
Gilbert Gottlieb
Elliott Saltzman
Edward L. Deci

2004
Aftab E. Patla
John J. Rieser
Jacquelynne S. Eccles

2006
Melvyn A. Goodale
Edward McAuley
Michael Turvey

2008
Mark Conner
Randy Flanagan
Brian Hopkins

2010
Andrea Dunn
Scott Grafton
Carlo De Luca

2012
Joseph Campos
Ken Resnicow
Vincent Walsh

2003
Franz Mechsner
Rachel Keen
John D. Mayer

2005
K. Anders Ericsson
Claes von Hofsten
Robert Malina

2007
Guenther Knoblich
Richard Ryan
Scott Robinson

2009
Richard Lerner
Jaime Pineda
Charles Spence

2011
Lew Hardy
Michael Merzenich

2013
Howard K. Hall
Edwin M. Robertson
Giulio Sandini
### Senior Lecturers

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<td>MD</td>
<td>Jane Clark</td>
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<td>John Shea</td>
<td>Florida State</td>
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<td>2001</td>
<td>MD</td>
<td>Mary Ann Roberton</td>
<td>Bowling Green</td>
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<td>Richard Magill</td>
<td>Louisiana</td>
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<tr>
<td>2003</td>
<td>MD</td>
<td>Jerry Thomas</td>
<td>Iowa State U.</td>
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<td>Jeff Summers</td>
<td>U. of Tasmania</td>
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<td>S/EP</td>
<td>Bert Carron</td>
<td>U. of Western Ontario</td>
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<td>2005</td>
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<td>Marjorie Woollacott</td>
<td>U. of Oregon</td>
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<td>Tim Lee</td>
<td>McMaster Univ.</td>
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<td>Larry Brawley</td>
<td>U. of Saskatchewan</td>
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<td>2007</td>
<td>MD</td>
<td>JoAnne Lazarus</td>
<td>U. of Wisconsin-Madison</td>
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<td>Tara Scanlan</td>
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<td>Jody Jensen</td>
<td>U. of Texas at Austin</td>
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<td>Charles Shea</td>
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<td>Maureen Weiss</td>
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<td>2013</td>
<td>DEV</td>
<td>Daniel Corcos</td>
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<td>Craig Hall</td>
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<td>Dan Landers</td>
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<td>Michael Wade</td>
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<td>George Stelmach</td>
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