

**NORTH AMERICAN SOCIETY  
FOR THE  
PSYCHOLOGY OF SPORT AND  
PHYSICAL ACTIVITY**

**POLICY MANUAL**

**Last Update: October 2005**

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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 September 15. All necessary transition arrangements should be completed by this date. 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, it shall be filled by the Secretary-Treasurer. 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.

- 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. The President-Elect shall make annual additions to the appendices, as necessary. The incoming President-Elect shall receive a hardcopy of the updated Policy Manual and an electronic version from the outgoing President-Elect.
- 5.5** The Secretary-Treasurer shall keep written records of all minutes of the Society's meetings. The Secretary-Treasurer shall be responsible for sending membership renewal forms 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 NASPSA 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 NASPSA website and as a hardcopy (PDF format) for members without access to the website.
- 5.7** The Past-President shall chair the program committee that plans the annual conference. Copies of relevant pages of the Policy Manual will be distributed by the Past-President to the Conference Site Directors and Program Chairs. The Past-President shall be responsible for thanking the Program Chairs and Conference Site Directors of each Annual Conference.
- 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.

#### **Article 6. Executive Committee**

There shall be an Executive Committee of six members consisting of officers named under article 5, above. 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 time and place of the Annual Conference shall be determined by the Executive Committee. 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. The Executive Committee will approve the appointment of the nominations Committee. The President shall serve as chair. Any member within NASPSA 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 prepare the ballots for voting. Additional nominations may be made from the floor at the Annual Business Meeting. A majority vote of those members present and voting shall be required for election; if no candidate receives a majority on the first ballot the two candidates receiving the highest number of votes shall then be voted on. Election shall be by secret ballot. The president's vote will be counted only in the event of a tie.

**10.2** Absentee balloting. Ballots may be requested from the President up to 30 days prior to the annual conference start date. Completed ballots must be received by the secretary/Treasurer a minimum of 7 days prior to the Conference. These dates will be announced in the Spring Newsletter. Absentee voters may use the option of a write-in vote, but these write-ins will NOT be offered as nominations from the floor.

## **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. Finally, in keeping with the 1980 accord with the Canadian Society for Psychomotor Learning and Sport Psychology, an attempt should be made to periodically hold a joint conference.
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), the Conference Site Coordinator, 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.

- 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 a national rather 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.
- 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 apprised 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 committees 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 NASPSA 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 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.

4. The Area Program Chairs must gain the approval of the Past-President on program requests that are counter to policy and common practice.
  5. The Past-President and Area Program Chairs will assign individuals to serve as moderators or presiders and communicate duties and responsibilities. More specific duties and operating procedures can be found in the correspondence to Area Program Chairs located in the Past-President's notebook.
- 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 NASPSA 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. 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. NASPSA will furnish a reserve for administrative costs (e.g., mailing, telephone, Xeroxing) and speaker-related costs.
- e. 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.

### **C. 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 will be encouraged to publish their papers in the *Journal of Motor Behavior*, the *Journal of Sport and Exercise Psychology*, and *Motor Control*.

### **D. Policy on Withdrawn Papers and “No-Shows” 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.

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 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.

## 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 Selection 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. The term of membership will be two years. The names of Selection Committee members will be kept confidential.
3. An announcement requesting nominations will be made in the Fall Newsletter. Nominations will be made to the President by a specified date (usually October 15). 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.
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 by April 1. A simple majority 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 or have been the doctoral advisor or advisee of a nominee.
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.
5. The Selection Committee will be composed of senior members of the Society.

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 their doctorate no more than seven years prior to nomination are eligible for the Early Career Distinguished Scholar Award. Eligibility may be extended in special circumstances with appropriate documentation submitted by the nominee to the Chair of the Selection Committee.

### *Nature of the Award*

The award will be \$500 (changed 3/18/96), a one-time NASPSPA conference registration fee waiver, and a plaque. The award will be announced at the Annual Conference. 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. An announcement requesting nominations will be made in the Fall Newsletter. Nominations will be made to the President by a specified date (usually November 15). Nominations may be made by any NASPSPA member and should include the name of the nominee and a statement concerning the nominee's qualifications for the award.
2. 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 these letters from the individuals named).
3. The Selection Committee will select the award recipient after reviewing the nominee's credentials and qualifications and voting by means of a telephone vote no later than April 1. A majority vote of the committee is necessary for a recipient to be named.
4. The name of the recipient will be announced at the Annual Conference. An announcement of the award recipient will appear in the Fall Newsletter.

### *Criteria for Selection*

The recipient of the award should have demonstrated a record of scholarship that clearly establishes him/her as a leading scholar in a group of people at similar stages in their scientific careers. 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.

### *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.

#### *Selection Criteria*

1. Current or previous member of NASPSPA
2. At least 15 years beyond terminal degree
3. Made 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

#### *Selection Procedures*

Nominations in writing may be made to the President or by the President. The Executive Committee screens 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.

### *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 the evaluation of research guidelines, pp. 5-6, of the APA Publication Manual 5th edition).
3. The applicant must be a current student 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) by January 15.
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. Deadline: February 1.
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 Research 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: February 1.

### *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 continue to appear in the Fall Newsletter. The Student Column in the Fall Newsletter will continue to include information about the winners. The awards will not be "named." Winners will receive a plaque in addition to the cash award of \$200.

## **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 award is only available for international travel outside of North America. The type of

international travel may be 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 \$500 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 conference attended providing the NASPSPA website address.

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](http://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 the evaluation of research guidelines, pages 5-6 of the APA Publication Manual , 5th edition)
3. The student must be the primary investigator and author of the research project.
4. The researcher demonstrates the potential benefits to her or his education and future/current collaboration prospects.

#### *Guidelines*

1. The Graduate Student Awards Committee will consist of representatives of 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.
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) describing the significance of the research to be presented at the conference. The location and society hosting the meeting must be indicated in the letter. The letter should also indicate that the research was independently conducted by the student, or that the student was the lead investigator of the project, and that the research was approved by a review board for the protection of human participants.
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 each Newsletter. The Student Column in the each Newsletter will continue to include information. 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 grant provides up to \$1,000 to support a research project, and recipients are announced at the NASPSPA annual conference. 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. 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. 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. 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 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 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 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 the home department or institution is willing to fund the student’s study in advance.
4. The Graduate Student Awards Committee will evaluate applications, determine who will receive the award, and provide feedback to all applicants.

5. The Graduate Student Awards Committee will evaluate applications, determine who will receive the award, and provide feedback to all applicants.
6. 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 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.
7. 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 the home department or institution is willing to fund the student's study in advance.

#### *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 & \$62.00 (including post-doctoral fellows)

Student members: \$25.00 & \$27.00 (actively degree seeking)

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. A late fee of \$10 will be added to dues postmarked after March 1 for renewing members.

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 Exercise and Sport Psychology* and *Motor Control*. Heldref determines the discount for *Journal of Motor Behavior*.

**D. Charges for Services**

Charges for the purchase of membership lists and membership mailing labels (for onetime use), and back issues of Newsletters are an Executive Committee decision. These charges should be reviewed annually to determine the appropriateness of each. Current charges for these services are:

Membership lists: \$100.00

Mailing labels: \$100.00

**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—October 1, Winter—February 1, and Spring—April 1.
2. Information regarding content of newsletters and detailed guidelines for publishing the newsletter can be found in Appendix F.

**B. Journals**

The *Journal of Sport & Exercise Psychology* has been designated as an official journal of NASPSPA. 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.

**Users.** 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**

- Sales, B. D., & Folkman, S. (Eds.). (2000). *Ethics in research with human participants*. Washington, D.C.: American Psychological Association.
- American Psychological Association. (1974). *Standards for educational and psychological tests*. Washington, D.C.: American Psychological Association.
- American Psychological Association. (1992). Ethical principles of psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

## APPENDIX C

### Guidelines for Area Program Chairs

*Updated, Spring 2005*

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

#### **Committee Composition**

Select committee members whose interests and concerns reflect a contemporary research focus in the literature in your program (i.e., motor development, motor learning/control, sport and exercise psychology). Work closely with committee members and seek their input on symposium themes, invited speakers, session chairs, review 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.

#### **Budget**

NASPSPA operates on a break-even philosophy for the conference. Registration fees must cover all expenses. Each program area is allotted \$2500 to cover expenses but additional funds can be allocated if approved by the Past-President. You should therefore decide on a major speaker first, decide if you want to have a senior lecturer. 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.

*Major Speaker* – when you talk with a prospective major speaker, say that the society will cover their travel (least expensive travel including overnight Saturday), hotel room, registration, and an honorarium of \$500. When initially contacted they should be encouraged to stay for the entire conference and to interact with the members. The Area Program Chair should also provide them with some relevant research examples related to their area of expertise (in the event they are unaware of some of our discipline specific journals). The Area Program Chair or their designee shall serve as host for the Invited Speaker. They should be aware of when the person is arriving, find out what their preferences are for meals (do they prefer to be on their own or eat with other folks) and be sure to have them escorted to the banquet.

Any deviations in the budget must go through the Past-President. (Remember, we do not pay expenses for NASPSPA members). However, in some circumstances there may be a

local person that would be a good reactor for a symposium or a good presenter for a symposium. Work with the Past-President to see if they can be enticed for a small fee.

## **Budget**

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

## **Program Considerations**

### ***Human Kinetics Opening Session***

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

### ***Major Speakers & Symposia***

Each area is responsible for organizing the program for their respective area. In general, each area will have a major speaker, perhaps an invited symposium and other programming that will prove valuable to NASPSPA members. The Past-President will provide Area 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.

- **Selecting major speakers**  
Communicate with your committee and generate a list of three to five names of potential major speakers. Before you ask these individuals to speak, please share your list with the Past-President.
- **Invited symposia**  
Many times it is better to urge someone 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 try and solicit some folks who may live locally but haven't attended NASPSPA in some time.
- **Submissions**  
It is the responsibility of the 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 to the entire committee.  
Note – try and group your posters thematically before submitting final program to Past-President.

- **Senior Lecturer**

A few years ago, NASPSPA wanted a way to recognize and hear the work of individuals who were considered senior members of the society. Oftentimes 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 individual receives an honorarium of \$150 (no other expenses). 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).

### **Moderators/Presiders**

It is up to each Area Program Chair to select moderators for all the sessions in their section once the program is complete. Moderators should be experienced presenters but should not be presenting in the session at which they are serving as moderators. Moderators are not reimbursed.

Moderators and Presiders should report any no-shows for verbal or poster presentations as soon as possible to the current President.

The Society began renting projectors at the Savannah (2003) meeting. In order to maximize organization and minimize confusion, the following are the organizational duties of moderators (Area Program Chairs should make certain that moderators are aware of these duties and are willing to fulfill them through adequate communication with presenters in their sessions):

- Contact each (first) author in your session to determine who is going to bring a laptop. It is best to arrange for a PC and ask anyone with a Mac to save their file appropriately;
- Determine what media format is best for each presenter, whether 100 or 250 Mb Zip or CD ROM. Each presenter will need to arrive at the conference with the appropriate medium.
- Arrange a time for your group to bring their file for loading on the laptop's hard drive. It would be best if this were in the morning prior to your session. Then, you'll be all set up to just open each file as the new speaker comes up.
- Moderators also need to make certain that sessions stay on time. Each will receive a packet of materials that will include the "hooks"— 2-minute warnings, etc.

***During the session:***

- Make certain that PowerPoint files are properly loaded and open;
- Introduce each speaker by giving author's name(s), institutional affiliation, and name of presenter (in case of multiple authors).
- Give speakers a signal when 5 minutes remain in their presentation. Second warning when 2 minutes are remaining.
- Stop the presentation when there are 30 seconds remaining (NO EXCEPTIONS!). If audience members have additional questions, they can ask them of the speaker after the session is over.

***Timeline:***

<b>June</b>	Names and contacts for all (IF possible Past Pres should meet with Program Chairs at conference and discuss potential committee members)
<b>Aug 1</b>	Names and contacts for all committee members submitted to Past-President.
<b>Sept 15</b>	List of at least 3 names of potential invitees in rank order (major, senior lecturer, invited symposia presenters) to Past-President. Preliminary budget information to Past-President
<b>Jan 15</b>	Abstracts due (Quick preliminary review by Area Program Chairs)
<b>Feb 1</b>	Determination of acceptances due from Committees to Area Program Chair
<b>March 1</b>	Members notified about acceptance (program times not necessarily revealed but members must know if they are on program)
<b>Mar 15</b>	Final program outline to Past-President for approval with list of potential moderators.
<b>April 1</b>	Program posted on web and members notified of presentation times
<b>April 1</b>	Early registration due
<b>May 1</b>	Hotel reservations dues, late registration due

## APPENDIX D

### Guidelines for Conference Site Coordinator

1. The Conference Site Coordinator works closely with the Past-President on all aspects of the conference. The goal of the conference is to break even financially.
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. Site Coordinator will be responsible for all conference logistics (meeting rooms, food and beverage, all coordination with site).
5. Site Coordinator will report back to Secretary-Treasurer an Income/Expense report so the S/T can include 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 for expenses for site visits.
7. At the conclusion of each conference the Site Coordinator will meet with the Executive Committee to gather feedback on the current conference.

## APPENDIX E

### **Guidelines for Abstract Submission and Presentations (Date of Approval, 5/27/85, Business Meeting; updated June, 2003)**

#### **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 NASPSA 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 woman 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, failure to do so will result in being ineligible to author a paper at NASPSPA for the following two years.

### **E. On-Line Submission Requirements**

Submission of an abstract is a commitment to attend the conference and present. Failure to do so without adequate written justification, will result in ineligibility to be an author on a paper at the next two NASPSPA meetings.

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

written by **Dr. Jim Cauraugh, June 1998**  
 (updated by **Noreen Goggin 11/02; Diane Ste-Marie, 11/04**)

#### NASPSPA Newsletter and Website Responsibilities

##### *Newsletter*

All of the information for each Newsletter (NL) is sent to the Communication Director (CD) electronically, either in e-mail messages or as attached files. Faxes are discouraged because of the extra typing that is required. (FAX paper does not scan very well.) Once the NL is prepared by the CD, it is converted to a pdf file for publishing the NL. Include the Executive Committee and Table of Contents on the first page (left column of the cover) of the NL. The CD mails all NASPSPA members the NL as a .pdf file via the NASPSPA website. The newsletter on the website should be active before email copies are sent.

##### *Website*

As soon as the final copy is saved, an Adobe Acrobat or .pdf file is posted to the NASPSPA website or sent electronically to Human Kinetics (HK) which hosts NASPSPA's Website. A membership directory can be found on the NASPSPA website.

Job announcements and student bios are approved by the CD and posted on the website. The same rapid turn around is given to all of the conference information (invitation, call for papers, registration, hotel registration, and maps). That is, as soon as the information arrives from the conference program committee chair it should be posted by the CD or sent to HK for posting. The CD also communicates announcements concerning approaching award dates to the membership.

##### *Specific information for each of the three NL issues*

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.

#### **FALL ISSUE (Issue 3)**

The Fall issue is listed as the third issue of the volume (because we operate on a January-December calendar year for membership). Include the month and year of this publication on the banner.

President's Message (submitted by President)

Past-President's message concerning conference information (submitted by Past-President)

Upcoming Conference Information

Primarily submitted by the Past-President, but Conference Site Coordinator may be involved; CD fills in photos, extraneous information needed.

Call for Papers

Abstract Format (brief)

Abstract Deadline (usually January 15)

Abstract Submission Guidelines

Electronic Submission Address for all Abstracts and Symposia

Graduate Student Outstanding Paper Award information

Confirmed Keynotes/Senior Lecturers

Students' Column (submitted by student representative)

#### NASPSPA AWARDS

Nomination Information for next year AND Recipients from June Conference

Distinguished Scholar Award (Submitted by President – bios of each winner)

Early Career Distinguished Scholar Award (Submitted by President - award winner bio and brief information on next year's winner (name, affiliation, research area; productivity highlights)

Graduate Student Outstanding Paper Award Winners

Student Representative asks each winner to write a short bio including research interests. These paragraphs should be requested by the Student Representative early in the Fall and forwarded to the CD from the student representative by October 1

NASPSPA Graduate Student Research Grant (Submitted by President - information concerning each student's university affiliation, supervisor, and title of research paper).

NASPSPA Graduate Student Award for International Conference Travel

Members in the News (CD canvases NASPSPA members through website)

Events for the Coming Year

Invitation for Conference location recommendations for future NASPSPA conferences

Winter Newsletter Deadline for information to be sent to CD — February 1

Invited Article

At least one relevant topic for our broad membership. Recent articles: "Effective Teaching and Learning" by Harry Meeuwsen, and "Navigating for Grant Support" by Jim Cauraugh

Executive Committee Meeting Minutes and Reports (*Note: these will be posted on the website until published in the Fall newsletter*) — submitted by the Secretary-Treasurer

Pre-conference Meetings

Business Meeting at Conference

Membership and Financial Reports

Sunday Morning's Meeting

Membership Form for renewal purposes

(Be sure to update the calendar year, any changes in the cost of the journals, and the Secretary-Treasurer's address.)

## WINTER ISSUE (Issue 1)

The Winter issue starts a new volume and is issue number 1. Include the month and year of this publication on the banner.

President's Message (Submitted by president)

Past President's Message concerning upcoming conference information (Submitted by past-president)

Conference Information (Primarily submitted by the Past-President, but Conference Site Coordinator may be involved; CD fills in photos, extraneous information needed).

Location Highlights

Hotel Registration Procedure

Conference Registration Procedure

Conference Program Committees

(Identify chairs and members for motor development, sport and exercise, psychology, and motor learning/control. Include the university for each person.)

Confirmed Keynote Speakers and Senior Lecturers

Motor Development

Sport and Exercise Psychology

Motor Learning and Control

(For each invited speaker the committee chair requests current position and brief overview of research experiences. These paragraphs are hard to obtain so ask the chairs early.)

Human Kinetics Lecturer (or Interdisciplinary Symposium)

(Selected by Past-President and Conference Host. Forward information to CD by February 1.)

Students' Column

Progress on Issues for the Year

Reminders to Students and Faculty

Nominate Candidates for Student Representative

Submit application for Graduate Student Award for International Conference Travel

Submit application for Graduate Student Outstanding Paper Award

Submit application for Graduate Student Research Grant

Renewal of memberships – go to website for form

Members in the News

Spring Newsletter Deadline — April 1

#### Invited Article

At least one relevant topic for our broad membership. Recent articles: “Effective Teaching and Learning” by Harry Meeuwssen, and “Navigating for Grant Support” by Jim Cauraugh

#### Fall Executive Committee meeting minutes

Submitted by the Secretary-Treasurer

#### Membership renewal form

#### Conference registration form

### **SPRING ISSUE (Issue 2)**

The Spring issue is the second issue of the volume. Include the month and year of this publication on the banner.

#### President’s Message (Submitted by the President)

#### Past-president’s message for upcoming conference information

Submitted by Past-President

#### Conference Information

Primarily submitted by Past-President, but may receive information from Conference Site Organizer; CD fills in photos, extraneous information needed.

#### Conference Highlights: Presentation Titles for all Invited Speakers

Human Kinetics Lecturer (or Interdisciplinary Symposium)

#### Early Career Distinguished Scholar Lecture

Invitation to look at full program on web

Airport Transportation Options

Map from Airport to Conference Location

Map of Major Highways to Conference Location

#### Students’ Column

Invitation to Attend Conference

Progress on Student Issues

Announce Student Meeting at Conference

#### President-Elect Candidates

Pictures and bios for each candidate (Names submitted by President; bios and photos requested by CD). A position statement about commitment to, and interest in, the position has been included when available.

### Secretary-Treasurer Candidates

Pictures and bios for each candidate (Names submitted by President; bios and photos requested by CD). A position statement about commitment to, and interest in, the position has been included when available.

### Communication Director Candidates

Pictures and bios for each candidate (Names submitted by President; bios and photos requested by CD)). A position statement about commitment to, and interest in, the position has been included when available.

*Note: The Secretary-Treasurer and Communication Director elections are in alternating years.*

### Student Representative Candidates

Pictures and bios for each candidate (Names submitted by President; bios and photos requested by CD). A position statement about commitment to, and interest in, the position has been included when available.

### Members in the News

Fall Newsletter Deadline — October 1

### Invited Article

At least one relevant topic for our broad membership. Recent articles: “Effective Teaching and Learning” by Harry Meeuwssen, and “Navigating for Grant Support” by Jim Cauraugh

### Executive Committee Meetings

Submitted by secretary-treasurer

### Membership Renewal form

## APPENDIX G

### Duties of Secretary-Treasurer

1. Membership
  - a. Maintain bank account and on-line banking;
  - b. Receive membership renewal and new application forms through the website, or by mail or fax;
  - c. Log membership information into NASPSPA database and website;
  - d. Run credit cards, deposit checks, and move member from “unapproved” to “approved” list on website;
  - e. Track down and contact individuals whose credit cards were declined or whose checks bounced;
  - f. Enter membership transactions into Quicken.
2. Journal subscriptions
  - a. Enter subscription transactions into Quicken;
  - b. Send requests for subscriptions along with checks and subscriber addresses to Human Kinetics (Journal of Sport and Exercise Psychology, Motor Control) and HELDREF (Journal of Motor Behavior);
3. Conferences
  - a. Receive credit card information or checks for conference registration;
  - b. Run credit cards, deposit checks, and move member from “unapproved” to “approved” list on website;
  - c. Track down and contact individuals whose credit cards were declined or whose checks bounced;
  - d. Work with the conference coordinator on registration and financial issues;
  - e. Write up minutes of business meetings;
  - f. Provide members with financial and membership reports;
4. Executive committee meetings
  - a. Write up minutes of executive committee meetings;
  - b. Prepare financial and membership reports;
5. Assistant
  - a. Hire a part-time worker (\$15 per hour, or a maximum of \$3,000 per year) to help with managing membership, journal subscriptions, and conference registration;
  - b. Monitor activities of the assistant;
6. Other duties
  - a. Communicate with members and organizations who have questions regarding membership or other issues;
  - b. Remind members to renew membership before due date;

- c. Revise membership forms each year (contact Human Kinetics and Heldref about changes in journal costs);
- d. Pay Human Kinetics for upkeep of website;
- e. Report website problems to communication director;
- f. Deal with legal and insurance issues;
- g. Create and implement recruitment efforts;
- h. Distribute funds for awards;
- i. Maintain inventory of items owned by NASPSPA that are worth more than \$500;
- j. Create and implement methods of keeping the organization financially solvent;
- k. Have a certified accountant verify the book at the end of the term.

**APPENDIX H**  
**PAST OFFICERS**

<b>Year</b>	<b>President</b>	<b>Secretary- Treasurer</b>	<b>Communication Director</b>	<b>Student Rep.</b>
1967-1969	A.T. Slater-Hammel	Roscoe Brown, Jr.	Gerald Kenyon	
1968-1969	A.T. Slater-Hammel	Roscoe Brown, Jr.	Gerald Kenyon	
1969-1971	B.J. Cratty	Roscoe Brown, Jr.	Gerald Kenyon	
1971-1973	E. Dean Ryan	Rainer Martens	Kenneth Lersten	
1973-1974	Rainer Martens	William Koch	Jean A. Barrett	
1974-1975	Dorothy Harris	William Koch	Jean A. Barrett	
1975-1976	Don Kirkendall	William Koch	Jean A. Barrett	
1976-1977	Waneen Wyrick Spirduso	Frank L. Smoll	Daniel M. Landers	
1977-1978	Richard Schmidt	Frank L. Smoll	Daniel M. Landers	
1978-1979	Harriet Williams	Richard A. Magill	Daniel M. Landers	
1979-1980	Robert Christina	Richard A. Magill	Daniel M. Landers	
1980-1981	Ronald Marteniuk	Richard A. Magill	Penny McCullagh	
1981-1982	Tara Scanlan	Richard A. Magill	Penny McCullagh	
1982-1983	Glyn Roberts	Craig Wrisberg	Penny McCullagh	
1983-1984	Robert Schutz	Craig Wrisberg	Jane E. Clark	
1984-1985	Richard A. Magill	Deborah Feltz	Jane E. Clark	
1985-1986	Daniel Landers	Deborah Feltz	T. Gilmour Reeve	
1986-1987	Mary Ann Robertson	Maureen Weiss	T. Gilmour Reeve	
1987-1988	Michael Wade	Maureen Weiss	Thelma Horn	
1988-1989	Craig Wrisberg	Mary Carlton	Thelma Horn	
1989-1990	Diane Gill	Mary Carlton	Joan Duda	
1990-1991	Jerry Thomas	Steve Wallace	Joan Duda	
1991-1992	T. Gilmour Reeve	Steve Wallace	Jere Gallagher	
1992-1993	Jane Clark	Kathleen Haywood	Jere Gallagher	
1993-1994	Robert Weinberg	Kathleen Haywood	Tonya Toole	
1994-1995	Karl Newell	Kathleen Williams	Tonya Toole	
1995-1996	Steve Wallace	Kathleen Williams	James Cauraugh	Desiree LaFevre
1996-1997	Howard Zelaznik	Harry Meeuwsen	James Cauraugh	Shannon Robertson
1997-1998	Janet Starkes	Harry Meeuwsen	James Cauraugh	Nicola Hodges

1998-1999	Beverly Ulrich	Jody Jensen	James Cauraugh	Andrea Mason
1999-2000	Kathleen Haywood	Jody Jensen	Debra Rose	Chris Bertram
2000-2001	Brad Hatfield	Jill Whittall	Debra Rose	Shannon Bredin
2001-2002	Kathleen Williams	Jill Whittall	Noreen Goggin	Tim Welsh
2002-2003	Penny McCullagh	Gabriele Wulf	Noreen Goggin	Clare MacMahon
2003-2004	Mark Fischman	Gabriele Wulf	Diane Ste-Marie	Shannon Clark
2004-2005	Charles Shea	Alan Smith	Diane Ste-Marie	Quincy Almeida
2005-2006	Maureen Weiss	Alan Smith	Diane Mack	Shauna Burke

## APPENDIX I

### PAST AWARD WINNERS

#### Distinguished Scholars

Franklin Henry	1981
Lawrence Rarick	1981
Jack Adams	1989
Richard Schmidt	1992
Daniel Landers	1995
Glyn Roberts	1998
Scott Kelso	1999
Karl Newell	2002
Jerry Thomas	2003
Waneen Spirduso	2004
Ronald Marteniuk	2004
George Stelmach	2005

#### President's Award

Alfred Hubbard	1991
Arthur Slater-Hammel	1991
Rainer Martens	1992
Robert Singer	1997
Penny McCullagh	1998
Jane Clark	1999
T. Gilmour Reeve	2002
Daniel Landers	2005

#### Early Career Distinguished Scholars

Deborah Feltz	1985
Les Carlton	1986
Peter Hancock	1987
Edward McAuley	1991
Beverly Ulrich	1992
Stephan Swinnen	1993
Jody Jensen	1995
Richard van Emmerik	1996
Daniel Weeks	1996
Richard G. Carson	1997
Kerry Courneya	1998
Kathleen Martin	2001
A. Mark Williams	2003
Viktor Jirsa	2004
Heather Hausenblas	2005
Paul Estabrooks	2006

#### Outstanding Student Paper Awards

Claire Giuffrida	1994
Mary D. Walling	1994
Rosa M. Angulo-Kinzler	1994
Jin H. Yan	1995
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

**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

**Graduate Student Award for International Conference Travel**

Clare MacMahon

2003

## APPENDIX J

### NASPSPA Area Program Committees

	<b>Motor Learning/Control</b>	<b>Motor Development</b>	<b>Sport &amp; Exercise Psychology</b>
2006	Jeffrey Fairbrother (Chair) Matt Heath Sian Beilock John Buchanan	Jill Whitall (Chair) Jody Jensen Cole Galloway Jo-Anne Lazarus	Steve Bray (Chair) Kathleen Martin Ginis Chris Janelle Shawn Arent
2005	Debra Rose (Chair) Lesley Brown Clark Dickin Jeffrey Fairbrother	Carl Gabbard (Chair) Rosa Angulo-Barroso Jill Whitall David Witherington	Peter Crocker (Chair) David Conroy Heather Hausenblas Eva Monsma
2004	Shannon Ringenbach (Chair) Lanie Dornier Tim Lee Richard van Emmerick	David Anderson (Chair) Victoria Haehl Carl Gabbard Dan Southard	Alan Smith (Chair) Peter Crocker David Conroy Nancy Gyurcsik
2003	Doug Weeks (Chair) David Wright Shannon Ringenbach James Cauraugh	Daniela Corbetta (Chair) David Anderson James Galloway Rosa Angulo-Kinzler Karl Rosengren	Kathleen Martin Ginis (Chair) Steve Bray Alan Smith Lew Hardy
2002	Dave Sherwood (Chair) Lanie Dornier Dagmar Sternad Doug Weeks	Jane Clark (Chair) Jody Jensen Juergen Konczak David Anderson Daniela Corbetta	Darren Treasure Kathleen Martin Robert Eklund Marc Lochbaum Glyn Roberts
2001	Ann Smiley-Oyen (Chair) Richard Van Emmerik Les Carlton Barbara Hart	Nancy Getchell (Chair) Jennifer Romack Helen Parker Jackie Goodway Jose Barela	Thelma Horn (Chair) Curt Lox Karla Kubitz Darren Treasure
2000	Ian Franks (Chair) Romeo Chua Paul vanDonkelaar Dave Goodman	Mary Ann Robertson (Chair) Rosa Angulo-Kinzler Jane Clark Greg Reid	Vicki Ebbeck (Chair) Stuart Biddle Kerry Courneya Thelma Horn
1999	Digby Elliott (Chair) Richard Carson Diane Ste-Marie Richard Van Emmerik	Jill Whitall (Chair) Karl Rosengren Dale Ulrich Laurie Wishart	Wendy Rodgers (Chair) Howard Hall Craig Hall Sandra Moritz
1998	Heather Carnahan (Chair) Patti Weir Stephan Swinnen Daniel Corcos	Jody Jensen (Chair) Jo-Anne Lazarus Jürgen Konczak Helen Parker	Albert Carron Chair Kim Ducharme Peter Terry Phillippe Brunel

1997	Jane Clark (Chair) Richard Carson Barbara Hart Richard Magill Debra Rose	Beverly Ulrich (Chair) Crystal Branta Michael Wade Jill Whitall	Daniel Landers (Chair) Larry Brawley Daniel Gould W. Jack Rejeski Jean Williams
1996	Tim Lee (Chair) Heather Carnahan Luc Proteau Chuck Walter Richard van Emmerick	Walter Davis (Chair) Allen Burton Jackie Goodway Cindy Riach	Kevin Spink (Chair) Larry Brawley Martha Ewing Mary Fry
1995	Charles Shea (Chair) David Wright Stephan Swinnen Gabriele Wulf James Cauraugh	Jere Gallagher (Chair) Clersida Garcia Sue McPherson Mary Painter Dale Ulrich	David Yukelson (Chair) Albert Carron Robert Eklund Lise Gauvin Robin Vealey
1994	Steve Wallace (Chair) David Goodman David Sherwood Beverly Ulrich	Jo-Anne Lazarus (Chair) Crystal Branta Jody Jensen Marliese Kimmerle Steve Langendorfer	Brad Hatfield (Chair) Bert Carron Thelma Horn Steve Petruzzello Maureen Weiss
1993	John Shea (Chair) Alan Salmoni Heather Carnahan Charles Walter Christine Mackenzie	Harriet Williams (Chair) Dale Ulrich Joanne Lazarus Cindy Riach	Joan Duda (Chair) Steve Boutcher Vicki Ebbeck Neil Widmeyer Diane Wiese
1992	Richard Schmidt (Chair) Tim Lee Richard Magill Karl Newell Marjorie Woollacott	Kathleen Haywood (Chair) Allen Burton Jill Whitall Marcella Ridenour	Deborah Feltz (Chair) Lawrence Brawley Thelma Horn Martha Ewing David Furst
1991	David Sherwood (Chair) Craig Chamberlin Chuck Walter	Kathleen Williams (Chair) Jane Clark Kathleen Haywood Marjorie Woollacott	Maureen Weiss (Chair) Robert Brustad Damon Burton Debra Crews Joan Duda
1990	H. Zelaznik (Chair) Janice Deakin Robert Christina Richard Magill Chuck Worringham	Jane Clark (Chair) Jo-Anne Lazarus Jere Gallagher Beverly Ulrich	R. Weinberg (Chair) Maureen Weiss David Yukelson Charles Hardy Penny McCullagh
1989	Mark Fischman (Chair) Mary Rudisill David Sherwood	Allen Burton (Chair) Walter Davis Michael Wade	Steve Boutcher (Chair) Bonnie Berger Thelma Horn

1988	Les Carlton (Chair) Susan Moore Chuck Walter	Beverly Ulrich (Chair) Walter Davis Harriet Williams	Dorothy Harris (Chair) Brad Hatfield Peggy Richardson Robin Vealey David Yukelson
1987	Dave Goodman (Chair) Ian Franks Tim Lee	Greg Reid (Chair) Kathleen Williams Beverly Ulrich	Ed McAuley (Chair) Dan Landers Maureen Weiss
1986	Chuck Corbin (Chair) Doug Larish Dan Corcos	Chuck Corbin (Chair) Kathleen Haywood	Chuck Corbin (Chair) Dan Landers Penny McCullagh
1985	T. Gilmour Reeve (Chair) Virginia Diggles David Goodman Hal Morris John Shea	May Ann Robertson (Chair) Steve Langendorfer Kathi Thomas Harriet Williams Marjorie Woollacott	Robert Singer (Chair) Wayne Halliwell Dan Landers Robert Rotella Jean Williams
1984	Ron Marteniuk (Chair) George Stelmach Wynne Lee Les Carlton Linda Ho John Salmela	Michael Wade (Chair) Jane Clark John Tudor Walter Davis Leonard Zaichkowsky	Dan Landers (Chair) Atsushi Fujita Wayne Halliwell W. Jack Rejeski Yuri L. Hanin Robert Singer Albert V. Carron E. Dean Ryan Diane Gill Ronald E. Smith
1983	Howard Zelaznik (Chair) Greg Anson John McCabe Karl Newell Diane Shapiro	Jack Keogh (Chair) Ann Beuter Eric Roy Al Salmoni Harriet Williams	Michael Passer (Chair) Bert Carron Joan Duda Diane Gill Ron Smith
1982	Stephen Wallace (Chair) Doug Larish Howard Zelaznik Christine MacKenzie	Jerry Thomas (Chair) Jere Gallagher Kathleen Haywood Hugh McCracken	Dan Gould (Chair) Robert Weinberg Deborah Feltz John Silva
1981	John Shea (Chair) Richard Magill Craig Wrisberg Geraldine Klimovitch Lofthus Stephen Wallace	Jane Clark (Chair) Jack Keogh Crystal Fountain Marcella Ridenour	Lawrence Brawley (Chair) Michael Passer Robert Weinberg Julie Simon
1980	Larry Abraham (Chair) Beth Kerr Diane Shapiro Eric Roy	John Tudor (Chair) Mary Ann Robertson Harriet Williams Jerry Thomas	Tara Scanlan (Chair) Lawrence Brawley Robert Weinberg Penny McCullagh

- 1979 Robert W. Christina (representative to scientific committee)  
Mary Ann Robertson  
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
- 1978 David Pargman (conference and program director)  
Michael Sachs (assistant program director)
- 1977 William B. Koch (conference chair)  
A. Craig Fisher (program coordinator)  
Harold Morris (program coordinator)
- 1976 Waneen Wyrick Spirduso (conference chair)  
Daniel Landers
- 1975 Dorothy Harris (Chair)  
Robert Christina
- 1974 Ann Duncan Baylor (program coordinator)  
Lawrence Abraham (assistant to program coordinator)  
John McNutt (conference coordinator)
- 1973 Rainer Martens (Chair)  
Jack Keogh  
Richard Schmidt  
Michael Wade

## APPENDIX K

### 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.*
- 1994 Robert D'Amico, University of Florida. *Philosophy and the clarification of our concepts.*
- 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.*
- 1997 M.C. Smith, University of Colorado Health Sciences Center. *Knowledge building for the health sciences in the 21st Century.*
- 1998 Robert Root-Bernstein, Michigan State University. *Rethinking thinking: Kinesthetic and other non-verbal forms of thought.*
- 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?*
- 2002 Integrative Symposium: *Superior Performance: Is it Marked by Economy of Effort?* Moderator: Karl Newell Speakers: Tony Sparrow, Janet Starkes, Lew Hardy
- 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
- 2004 J.A.S. Kelso, Florida Atlantic University: *The complementary nature of human movement science.*
- 2005 R. Scott Kretchmar, Pennsylvania State University: *Games, boredom, and the evolution of human intelligence.*

## Major and Guest Speakers

### 1976

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

### 1978

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

### 1980

Bernard Weiner  
 Susan Harter  
 Franklin Henry  
 John Gyr

### 1982

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

### 1984

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

### 1977

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

### 1979

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

### 1981

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

### 1983

William Charlesworth  
 John Hollerbach  
 J. Soechting  
 Daniel Kirschenbaum

### 1985

Charles Carver  
 John Fentress  
 David Rosenbaum

**1986**

Michael Posner  
Herbert Pick  
Edwin Lock

**1988**

Francis J. Pirozzolo  
R.B. Stein  
Eugene Goldfield

**1990**

Frances D. Horowitz  
Richard Ivry  
John Nicholls

**1992**

Mark Leary  
John Anderson  
Peter Wolf

**1994**

Esther Thelen  
Robert Dustman  
K. Anders Ericsson

**1996**

Ken Holt  
James Maddux  
David Rosenbaum  
Ronald E. Smith

**1998**

Stuart Biddle  
Larry Brawley  
Neil Alexander  
Tom Rowland  
Ann Gentile

**1987**

Claes von Hofsten  
William Morgan  
J.A. Scott Kelso

**1989**

Elliot Saltzman  
Peter Seraganian

**1991**

Ann C. Bekoff  
Jacquelynne Eccles  
Anatole Feldman

**1993**

Apostolos P. Georgopoulos  
Roger Johnson  
David Johnson

**1995**

Bruce Compas  
Joseph Campos  
Robert Bjork

**1997**

Kurt W. Fischer  
Roland S. Johansson

**1999**

Martin L. Maehr  
William T. Greenough  
Reinoud J. Bootsma

**2000**

Nina Bradley  
Richard Ivry  
James Sallis

**2002**

Gilbert Gottlieb  
Elliott Saltzman  
Edward L. Deci

**2004**

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

**2001**

Olaf Sporns  
Thomas Thach  
Arthur Kramer

**2003**

Franz Mechsner  
Rachel Keen  
John D. Mayer

**2005**

K. Anders Ericcson  
Claes von Hofsten  
Robert Malina

**Senior Lecturers****1999**

MD Jane Clark, University of Maryland  
ML/C John Shea, Florida State University  
S/EP Edward McAuley, U. of Illinois

**2001**

MD Mary Ann Roberton, Bowling Green  
ML/C Richard Magill, Louisiana State U.

**2003**

MD Jerry Thomas, Iowa State U.  
ML/C Jeff Summers, U. of Tasmania  
S/EP Bert Carron, U. of Western Ontario

**2005**

MD Marjorie Woollacott, U. Oregon  
ML/C Tim Lee, McMaster Univ.  
S/EP Larry Brawley, U. Saskatchewan

**2000**

MD Karl Newell, Penn State University  
ML/C Ron Marteniuk, Simon Fraser U.  
S/EP Dan Landers, Arizona State U.

**2002**

MD Michael Wade, U. of Minnesota  
ML/C George Stelmach, Arizona State  
S/EP Glyn Roberts, Norwegian U. of  
Sport Science

**2004**

MD Beverly Ulrich, U. Michigan  
ML/C Howard Zelaznik, Purdue Univ.

**Appendix L**  
**History of the NASPSA Conference Locations**

<b>YEAR</b>	<b>Conference Location</b>	<b>University Sponsor</b>	
1967	Las Vegas, NV		(with AAHPER)
1968	St. Louis, MO		(with AAHPER)
1969	Boston, MA		(with AAHPER)
1970	Seattle, WA		(with AAHPER)
1971	Detroit, MI		(with AAHPER)
1972	Houston, TX		(with AAHPER)
1973	Allerton Park, Monticello, IL	University of Illinois	<i>First independent conference</i>
1974	Anaheim, CA		(with AAHPER)
1975	State College, PA	Penn State University	
1976	Austin, TX	University of Texas	
1977	Ithaca, NY	Ithaca College	
1978	Tallahassee, FL	Florida State U.	
1979	Trois-Riviere, Quebec		(with Intl Congress of Physical Education)
1980	Boulder, CO	University of Colorado	
1981	Asilomar, CA		
1982	College Park, MD	University of Maryland	
1983	East Lansing, MI	Michigan State University	
1984	Eugene, OR	University of Oregon	(with 1984 Olympic Scientific Congress)
1985	Gulfport, MS	LSU & U. So Miss.	
1986	Scottsdale, AZ	Arizona State University	
1987	Vancouver, BC	UBC & Simon Fraser	
1988	Knoxville, TN	U. of Tennessee	
1989	Kent, OH	Kent State University	
1990	Houston, TX	University of Houston	
1991	Asilomar, CA		
1992	Pittsburgh, PA	University of Pittsburgh	
1993	Brainerd, MN	University of Minnesota	
1994	Clearwater, FL	University of Florida	
1995	Asilomar, CA		
1996	Muskoka, Ontario		(with SCAPPS)
1997	Denver, CO		(with ACSM)
1998	St. Charles/Chicago, IL		
1999	Clearwater, FL		
2000	San Diego, CA		
2001	St. Louis, MO		
2002	Baltimore, MD		
2003	Savannah, GA		
2004	Vancouver, BC		
2005	St. Petersburg, FL		
2006	Denver, CO		(with ACSM)
2007	San Diego, CA		

Updated 9/10/05