**NATIONAL HIGH SCHOOL ATHLETIC COACHES ASSOCIATION**

**Directions to complete the Coach of the Year/Athletic Director of the Year**

**Nominee Data Form**

***RETURN DEADLINE: December 20, 2021***

1. Go to our website: *www.nhsaca.org*
2. Click “Awards” menu tab on the top of the page
3. Scroll down page to NHSACA Coach of the Year Banner and click “Forms for COTY Process”
4. You now may open the links on this page that include instructions form completing the COTY Forms and Instructions for Calculating Win/Loss Record and review that information.
5. Next, open the “Coach of the Year Nomination Forms and choose the sport you are nominated in.
	* You will need to save it to your desktop as your sport and name. Example: **Athletic Director – John Doe**
	* You **CANNOT** just open the document from the website and begin completing it. You **MUST FIRST** open and **“SAVE”** the document. Then, you may begin completing the document.
6. **PLEASE TYPE,** carefully, all information on enclosed data forms.
7. Save the document every time you leave it. When finished, please e-mail as an attachment to dougherty54@ymail.com.
8. Please follow the directions in each section *carefully*. All information must be on the enclosed form. **Any other material will not be used in the evaluation process.** Be sure to prioritize your activities under each heading and only list those pertaining to this award/sport.
9. Fill out each section as completely as possible. You will be awarded points on each section.
10. If you are completing a data form for a sport and you coach **BOTH** boys and girls, please use data from **ONLY one gender** for the information. **(i.e. your teams have won 5 state championships in boys’ golf and 3 state championships in girls’ golf. You DO NOT submit a total of 8 state championships on the form. It is either the total number of Boys’ or the total number of Girls’. This is the same for honors such as COTY honors, and for Service such as serving on committees that are sport specific for boys’ or girls’. ALSO, you cannot pull information from one section on the form from a boys’ sport and information on another section from a girls’ sport. It must remain one gender-specific form)**
11. Information submitted on this form should reflect your achievements through the 2020-2021 school year.
12. Please **complete every category.** Leaving any category blank will result in zero points and will lessen your chances in the competition. **This is very important for you!!**
13. If you have any questions on these forms, please call Dave Dougherty, NHSACA Executive Director at

1-701-570-1008.

14. If you are not able to fill out the form, please e-mail Dave Dougherty at dougherty54@ymail.com. or call at
 **701.570.1008.**

15. Please double check your form for accuracy and completeness.

**THESE FORMS MUST BE RECEIVED IN THE NHSACA OFFICE NO LATER THAN December 20, 2020 IN ORDER TO BE DISTRIBUTED TO THE NATIONAL SPORT CHAIRS FOR EVALUATION - DO NOT WAIT FOR THE END OF THE FALL SEASONS! (THE CURRENT FALL SEASON DOES NOT FACTOR INTO THE SCORING!)**

 **\*\* All Nominees must be active head coaches for the category they are nominated in for the**

 **current NHSACA National COTY Award Program (2020-21): OR**

 **State Associations may nominate a retired coach for the NHSACA National Coach of the**

 **Year Awards program following the criteria below:**

1. **The coach may not be retired for more than two years in the category they are nominated in. (i.e. nominations for the 2022 COTY Awards Program are based on the coach’s career through the 2020-21 school year. The retired coach to be nominated could not have retired prior to the 2019-20 school year.)**
2. **The retired coach nominated may not have been a finalist in the sport they are nominated in during the previous two conventions.**
3. **The retired coach nominated may not have been a national COTY recipient in any category during the previous two conventions.**