



National High School Athletic Coaches Association

POLICIES AND PROCEDURES MANUAL

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POLICIES AND PROCEDURES

NATIONAL HIGH SCHOOL ATHLETIC COACHES ASSOCIATION

DUAL STATE ASSOCIATIONS

State coaches' associations whose members now constitute the majority membership of this Association shall be termed "Dual State Associations" of the National High School Athletic Coaches Association.

Not more than one all-sports coaches' association from a state may become a dual state association of the NHSACA.

In a state where there is no all-sports coaches' association, one individual sports association may qualify as a dual state association.

MEMBERSHIP

The active members of this Association shall be active members of the dual state associations and the individual active members of the NHSACA and shall have all the privileges of membership. Others who wish to join this association shall be referred to as public members.

Only active members shall have the privilege of serving in the following national leadership roles: Officers, regional directors, national sports committee chairs, and at-large members of the Board of Directors.

Application for individual active or public membership in this Association shall be made on a form provided by the Association, accompanied by fees for the current year. Individual public membership is subject to the approval of the executive director.

The presentation to this Association of an official list of members in good standing in the dual state associations together with the fees for such members, shall establish such members of the state coaches' associations as members of the NHSACA.

The Immediate Past-President shall be designated as a member of this Association for life.

FEES

Dual state coaches' associations shall pay the fees for the current year not later than December 1.

Failure to pay annual fees by a dual state coaches association prior to the deadline shall constitute temporary suspension of members of such association. Payment of said fees results in immediate reinstatement of such association.

All fees paid to this Association by the dual state coaches association shall be accompanied by a membership roster for which the fees are paid.

OFFICERS

No person shall be elected to serve as an officer of the Association who is, at the same time, an officer of another national high school athletic organization.

The elected officers, president, three vice-presidents, and immediate past-president, shall be limited to one per state. If there is only one application for any office, the limitation of one officer per state will not apply.

No person shall be eligible for service as an elected officer of the Association after one progression to the office of president.

THE EXECUTIVE DIRECTOR (SECRETARY-TREASURER)

Shall be responsible for the minutes of all meetings of the Executive Committee and Board of Directors.

Shall receive all applications for membership from individuals and state coaches' associations, keep a roster of membership, and shall have charge of credentials at the annual meeting.

Shall collect all fees, place the fees in a selected depository, keep accurate records of all funds including numbered receipts and itemized deposits, and render a full financial report to the Board of Directors as soon as possible after the close of the fiscal year or at their annual meeting.

Shall submit to the president copies of all checks written (notation on check stating purpose), copies of all corporate credit billings, and all vouchers with supporting documentation attached. The president is responsible for reporting such to the executive committee.

Shall send out all notices of meetings, memos, bulletins, e-mails, and newsletters.

Shall employ such office staff as necessary to perform the business of the Association upon approval of the executive committee.

Shall develop, plan, organize, and coordinate the annual meeting in accordance with the By-Laws and policies of the Association.

Shall work with members of the Board of Directors in promoting Association membership by every available means, which are compatible with Association goals and the annual budget.

Shall prepare all local, state, and federal tax reports including unemployment compensation, social security, income tax, and non-profit organization as prescribed on monthly, quarterly, or annual basis.

All executive travel requires the pre-approval of the President and such approval must accompany the vouchers.

Local charges must identify the source and reason for association business and must accompany the vouchers.

The Executive Director, in his or her national Administrative role, shall have the responsibility and power (specific or implied) to make certain decisions and to take such actions which are clearly in the best interest and welfare of the Association with prompt report of such action to the executive committee.

THE EXECUTIVE COMMITTEE

Shall have the power to fill all vacancies occurring during the interim in the office of president, first vice-president, second vice-president, immediate past-president, and regional directors.

Shall make appointments of national chairs for National Sports Committees with notification to the Board of Directors.

Shall serve as screening committee, arrange interviews, and make recommendations to the Board of Directors regarding compensation, conditions of employment, and other contractual terms in the selection of the Executive Director and any other members of the professional staff, which might be employed in the future.

Shall study long-range manpower and staff needs of the Association and make recommendations to the Board of the Directors.

Past-Presidents are not counted in the minimum totals for representation on the Board of Directors.

THE BOARD OF DIRECTORS

Shall transact the general business of the Association.

Shall receive and consider recommendations from state associations.

Shall establish major administrative policies governing the affairs of the Association and devise and develop measures for the Association's growth and development.

Shall provide for the maintenance of national headquarters office and for making such office the center of activities of the Association; including such work for the officers, regional directors and committees as may be deemed expedient, provide for the proper care of materials, equipment and funds of the Association for the payment of legitimate expenses; for the annual financial review of all books by a non-member certified public accountant; retain such legal services as are necessary to protect the interest and welfare of the Association, its employees and its properties; meet all governmental requirements regarding local, state and federal reports on Association business, finances, employees and assets.

Shall assume responsibility with regard to dual state coaches' associations.

Act on applications for dual state association membership in this Association; appoint an Executive Director, define his or her duties, and fix compensation upon recommendation from the executive committee.

Set the annual expense allowance for members of the Board of Directors and any other person designated by the Board of Directors as administering or performing specific and vital services for the Association subject to the recommendations of the Budget and Finance Committee.

Set the dates and site for the annual meeting on recommendation from the Executive Director and the Executive Committee.

Verify referendum votes of the Board of Directors.

Hold meetings of the Board of Directors.

Provide for the establishment and dissolution of committees.

Maximum voting representation by any dual state shall be four (excluding active past presidents). NOTE: New dual state associations shall have Board membership as based on NHSACA paid membership as of January 1st of the current year.

In the intervals between meetings of the Board of Directors, the Executive Director, on recommendation of the president and/or executive committee, may refer and submit to the members of the Board definite questions relating to the affairs of the Association which, in the opinion of the Executive Director and/or the President, require immediate action on the part of the Board of Directors. The results of such a referendum, which requires a majority vote of the Board of Directors who respond, shall control the action of the Association, and of its Executive Committee, Board of Directors, Committees, agents, and employees.

The term for the Director of each of the eight (8) NHSACA regions shall be two (2) years. It is recommended the Regional Director serve only three (3) terms. The Executive Committee may extend the service as needed for the benefit of the NHSACA.

The term for the Chair of each National Sports Committee shall be three (3) years. It is recommended the Sport Chair serve only two (2) terms. The Executive Committee may extend the service as needed for the benefit of the NHSACA.

COMMITTEES

The chair of the State Executive Secretaries shall be nominated, be appointed and function under the same constitutional guidelines as the National Sports Area Chairs.

Additional committees for sports will be added as the sports achieve national status in student participation and state championship competition. This process goes through the Awards, Nominations and Credentials Committee.

Members of the committees shall serve until the end of the next annual meeting or until their successors are appointed. Each committee shall have a minimum of one-half of its membership from members of the Board of Directors.

DUTIES OF COMMITTEES

Awards, Nominations and Credentials Committee

The duties of the committee are as follows:

1. Monitor the growth of various sports in the country and make recommendations to the Board of Directors.
2. Annually nominate candidates for the elected office of 3rd Vice President.
3. Evaluate the credentials of 3rd Vice President nominees and send a report back to full board.

By-Laws, Policies and Procedures Committee

The duties of the committee are as follows:

1. Examine the NHSACA By-Laws for recommendations on updating and revisions deemed necessary for the welfare of the Association.
2. Need to identify any current items in the By-Laws that are not actually being followed at this time and propose changes to rectify this situation.
3. Examine the Policies and Procedures Manual to make sure items are being followed and recommend changes as needed.

Hall of Fame Committee

The duties of the committee are as follows:

1. Communicate with the Hall of Fame Inductees on a continuing basis leading up to the convention.
2. Take on the roll of ambassadors for the inductees during the convention.
3. May recommend up to two coaches from the Nation who they feel would be a good candidate for the NHSACA Hall of Fame.

Professional Education Committee

The duties of the committee are as follows:

1. Work with current Educational Partners
2. Work to establish partnerships with Educational Entities that may provide aps, websites, and resources to benefit coaches.
3. Work to promote high school sports by developing information programs for the coaches, athletes, students, parents, public and fans.

Publications, Resolution and Social Media Committee

The duties of the committee are as follows:

1. Develop resolutions to present to the Board of Directors for approval addressing current social issues.
2. Work to enhance the website, Twitter, Facebook and other social media entities to boost the recognition of the NHSACA

Regional Directors, Growth and Development

The duties of the committee are as follows:

1. Work with single-sport associations in hopes of gaining membership.
2. Work on all types of sponsorships including corporate and school.
3. Work at ways to grow membership and increase revenue for the NHSACA.
4. Coordinate with Regional State Coaches Associations to gather input for NHSACA consideration to help improve State Associations and their Single Sport Associations.

ELECTIONS

(NOTE: Procedure for the nomination and election of the 3rd Vice-President: Qualified persons must submit a letter of candidacy for the national office of 3rd vice-president by May 1st with an accompanying personal and career resume. All candidates must be nominated and seconded from the floor by other members of the board at the first meeting of the board. The resumes will be duplicated and included in the board-meeting packet. Election will be by printed ballot at the final meeting of the Board of Directors. Election shall be by secret ballot and a majority vote. If majority vote is not reached on the first ballot, the two (2) candidates in the highest vote will meet on a runoff ballot). If there are no candidates for 3rd Vice President by May 1st, nominations may be made from the floor at the annual meeting.

REMOVAL FROM OFFICE

Written complaints from ten or more members in the respective region or committee by the Executive Director.

A report of possible neglect of duties by a board member may be filed by the Executive Director.

Written complaints filed by other members of the Board of Directors. The Executive Director shall forward all written complaints against board members to the executive committee.

The board member will be notified in writing by the president with a request for a written explanation (if any) for the failure to perform the regular or assigned duties.

The president shall submit copies of the board member's reply (and any other relevant information which he or she may request from the Executive Director) to other members of the executive committee and poll them as to their choice of further action (1-Hearing after suspension, 2-Hearing without suspension, 3-Exoneration).

A written report of executive committee action will be sent to the full Board of Directors and to the plaintiff(s).

If needed, the board member will be invited by certified letter to appear at a hearing before the president at which time the other board members would serve as a hearing board. A two-thirds vote by secret ballot of the board members present is required for the removal from office. The results of the vote will be announced immediately.

ANNUAL MEETING

The annual meeting may include the National Athletic Seminar, the National Athletic Clinic, the National Awards Banquet, Hall of Fame Recognition, and the professional meetings of this Association.

The annual meeting should be scheduled at such a time, located at such a site and housed in such a property which shall maximize attendance, administrative efficiency, organizational independence, membership convenience and Association image or prestige.

The annual meeting site should be rotated from East of the Mississippi River to the West on an alternating basis, if a state association and host city invitation is offered and/or acceptable.

The annual meeting site (city) should be selected not less than three years prior to the meeting to be held at that site, if possible.

The executive committee may meet with the host coaches' association board of directors during the year prior to the annual meeting for the purpose of finalizing organizational liaison and coordination of efforts between the two groups.

PUBLICATIONS

There may be a national publication for the purpose of disseminating relevant information on high school and/or amateur sports, athletic coaching, and student athletes to the active and public members of this Association.

The executive committee shall serve as the screening group for editorial policies of the national publication.

Other publications of specific or general nature or interest to the active and public members of this Association are hereby authorized subject to the approval of the Board of Directors.

Cooperation with other national publications is encouraged such that the Association's goal of maximizing national attention on high school and amateur sports is realized.

AWARDS

There shall be a national recognition program for the high school coaches and student-athletes in this country as a project of this Association.

The purpose of the program is to recognize annually those individuals who, by outstanding and distinguished achievement, performance, or service, have contributed to the progress of high school and amateur sports in this country.

National award recognition for student athletes shall be designed such that individual athletic performance and achievement, scholarship, citizenship and leadership will be the criteria for a national award.

AWARDS AND RECOGNITION PROGRAM GUIDELINES

1. The National Coach of the Year (COTY) and National Athletic Director of the year is open to any high school coach in the country.
2. All nominations for COTY shall be made by the State's Coaches Association. If a state is not represented by an association, a nomination may be made by a coach or school administrator. This type of nomination is subject to the review and approval of the NHSACA Executive Director who will verify the nominee's fitness for this nomination.
3. The following sports programs will be recognized for National awards: Athletic Director, Baseball, Boys Basketball, Girls Basketball, Boys Cross Country, Girls Cross Country, Football, Golf, Soccer, Softball, Swimming and Diving, Tennis, Boys Track and Field, Girls Track and Field, Volleyball, Wrestling, Assistant Coach (boys and girls combined). If a state has other sports that are sanctioned by that state Activities Association, they may nominate those coaches under the Special Sports category.
4. All Nominations will be made using the appropriate NHSACA online application.
5. Only High School Head Coaching information will be allowed (unless Assistant Boys or Girls Nominations – see next step). Experiences at the Junior High, Middle School, Junior Varsity, Club Sports, Feeder Programs, or College level are not to be included.
6. Assistant COTY awards will be recognized, but only to the experiences as an actual assistant coach. No head coaching experiences will be recognized for Assistant Coaching awards.
7. The Nomination must be Gender Specific. If a nominee is nominated in Girls Track and Field they can only submit information directly related to Girls Track and Field (not from Cross Country, Boys Track and Field, etc).
8. If a coach has received the NHSACA National COTY award previously, they are no longer eligible to be nominated in that respective sport
9. If a coach has been one of the eight finalists in that sport in the previous two years, they are not eligible to be nominated
10. If a coach was a NHSACA Coach of the Year in another sport in the previous two years, they are not eligible to be nominated
11. All information submitted must be certified as to its accuracy
12. There will be deadlines for submitting applications to the National Office, but will usually be set after state associations have their summer conventions
13. All nominees will be evaluated by the National Sports Chairs and the Executive Director in the initial scoring round in order to identify the finalists.
14. All Finalists will be evaluated by the National Sports Chairs, 1st Vice President, 2nd Vice President, and 3rd Vice President, and the Executive Director. (The national Sport Chairs' and the Executive Director's scoring from the initial round will be used)
15. A rubric will be established that awards points to nominees in the following categories and point values:
 - a. Longevity: 7 points
 - b. Winning Percentage: 4 points
 - c. Service: 4 points

- d. Championship Years: 7 points
 - e. Honors: 3 points
 - f. State Association Member: 2 points
16. There will be a rubric established for each of the categories. A spreadsheet will be provided for each member of the evaluation team.
 17. The rubric will be a working document evaluated each year for effectiveness.
 18. The coach that receives the highest point total in each Award Region (as established by the Executive Committee) shall become one of the top six automatic finalist. Two at-large coaches will be advanced as finalists. The at-large finalists will be the highest scoring nominees remaining after advancing the six automatic finalists.
 19. The top eight finalist will be invited to participate in the NHSACA Annual Awards Banquet and convention during the summer months.
 20. The eight finalists will be asked to be participate at the national clinic.
 21. The eight finalists will be asked to be at the NHSACA awards ceremony where they will all receive a finalist award.
 22. The top point earner of the eight finalists will be selected as the NHSACA National COTY.

AWARDS EVALUATION AND SCORING

The National Sports Chairs, 1st Vice President, 2nd Vice President, and 3rd Vice President, will only evaluate Service (4 points) and Honors (3 points), for a total of 7 points or 25.9% of the total points.

Service

- a. Applicable service includes: service for the sport the coach is nominated in; general service that benefits all high school sports; service at the local, conference, district, sectional, state or national high school level; service for the state or national coaches associations or activities associations. Examples include, but are not limited to: Officer, Member of Board, Committee Member, State Convention Clinician, All-Star Coach...
- b. Service NOT recognized for credit in this category includes: service whose main purpose is to benefit the coaches' own program(s); service whose main purpose is to serve a sport different from the sport the nominee is nominated for; service for athletic clubs or organizations not affiliated with high school sports sponsored by their school, state or national coaches' associations, or state or national activities associations. Membership in an organization does not constitute service alone.

i. Point values to be considered

A spreadsheet will be provided for the evaluators to input their scores:

1. 2 points: for each year of service on a National Board of Directors or as a national officer.
2. 1.5 points: per year for serving as an officer or executive at the state level.

3. 1 point for each year of service on any State-Level board. i.e. this is your state coaches association board of directors, or national committee member or national all-star coach (not a state sports specific board)
4. .75 points: for each year of service for any High School Sports-Specific board or executive position. i.e. President of your state football coaches association or board member of the state swimming coaches association or All-Star coach.
5. .5 points: for each year of service on any state-level High School sports committee for a state Coaches Association or State Activities Association. i.e. serving the state activities association Basketball advisory committee or All-State selection committee
6. .25 points: for each year of service at the conference, league, local level, or a national or state clinician or speaker. i.e. clinician at a state coaches association conference or serving as your school's conference chairperson.
7. .15 for any sub-state level all-star game coach and any miscellaneous National or State service. i.e. conference all-star game.

2. Scoring Process

- a. The Executive Director, or his designee, will provide the sport chairs and Executive Committee members assigned evaluation duties, the automatic scoring rubric.
- b. Using information from the completed nomination forms, the person(s) evaluating the nominees will fill in the years of service in each category cell.
- c. The persons completing the automatic scoring rubrics will return their completed forms to the Executive Director on, or before, the date identified for the current year.

Honors

- a. Applicable honors includes: honors for the sport the coach is nominated in; general honors that benefits all high school sports; honors at the local, conference, district, sectional, state or national high school level; honors for the state or national coaches associations or activities associations.
- b. Honors NOT recognized for credit in this category includes: honors not directly related to high school level athletics; honors whose main recognition is related to a sport or activity different from the sport the nominee is nominated for. i.e. Teacher of the Year, Honor received for a sport that is not the sport the nominee is nominated for...
 - ii. Recognizing Honors
 1. Honors are divided between National, State, and Local levels.
 2. National honors are awarded at the highest level value, followed by state honors, followed by local honors.
 - iii. A spreadsheet will be provided for the evaluators to input scores
 1. National Honors:
 - a. 5 points for previous NHSACA COTY finalist
 - b. 5 points for any NHSACA Hall of Fame inductee
 - c. 3 points for National COTY from other national organizations

- d. 2 points for previous NHSACA COTY nominee
- e. 2 points for any sports specific National Hall of Fame
- f. 1 point for finalist of national COTY from other national organization
- g. 1 point for any National miscellaneous award

2. State Honors:

- a. 3 points for any State Hall of Fame
- b. 2 points for any sport specific Hall of Fame, State Coach of the Year for all classifications combined.
- c. 1.5 point for a sports specific State Hall of Fame
- d. 1 point for each year receiving a State COTY award for a single classification. i.e. 4A COTY, 2A COTY...
- e. .5 points for any district, conference, regional or sectional COTY or any state miscellaneous award

3. Local Honors:

- a. .5 points for regional/district/conference COTY awards
- b. .5 points for local Hall of Fame
- c. .1 points for any local miscellaneous award

2. Scoring Process

- a. The Executive Director, or his designee, will provide the sport chairs and Executive Committee members assigned evaluation duties, the automatic scoring rubric.
- b. Using information from the completed nomination forms, the person(s) evaluating the nominees will fill in the totals of each honor received in each category cell.
- c. The persons completing the automatic scoring rubrics will return their completed forms to the Executive Director on, or before, the date identified for the current year.

Executive Office Scoring

All remaining categories other than service or honors (20 points and 74.1%) will be evaluated by the Executive Director

Eligibility for Nominees

If you were a NHSACA COTY National Finalist in the sport you are nominated in or Coach of the Year recipient in another category in the previous two years, you are not eligible for this award, and you should return this form to your state executive director, without completing it.

You may NOT be nominated for more than one NHSACA COTY award category in the same year. If you have been named the NHSACA National Coach of the Year in this category in a previous year you are not eligible to be nominated again.

**** All Nominees must be active head coaches for the category they are nominated in for the current NHSACA National COTY Award Program: OR**

State Associations may nominate a retired coach for the NHSACA National Coach of the Year Awards program following the criteria below:

- a. The coach may not be retired for more than two years in the category they are nominated in. (i.e. nominations for the 2020 COTY Awards Program are based on the coach's career through the 2018-19 school year. The retired coach to be nominated could not have retired prior to the 2017-18 school year.)

- b. The retired coach nominated may not have been a finalist in the sport they are nominated in during the previous two years.
- c. The retired coach nominated may not have been a national COTY recipient in any category during the previous two years.

Timeline

NHSACA AWARDS COMMITTEE

NHSACA COACH OF THE YEAR TIMELINE & FORMAT as of 2020

1. Send a preliminary Letter to State Executive Secretaries informing them of the timeline (include a master nomination form). Include a statement regarding the fact that Finalists from the last two years are not eligible for nomination from any state.
2. **September 15th** Send a letter, master nomination roster, and NHSACA Coach of the Year Nominee Data Roster to State Executive Secretaries. Master nomination form must be returned **before October 25th**. The master nomination form will have a statement regarding the fact that Finalists from the last two years are not eligible for nomination from any state.
3. The NHSACA Coach of the Year Nominee Data Form (on Website) must be returned **before December 20th**.
4. Send all NHSACA Coach of the Year Nominee Data Forms from each sport to each respective Sport Chair, with evaluation forms.
 - A. Sport Chairs must check nominees against roster of Finalists from the past two years.
 - B. All evaluation forms and NHSACA Coach of the Year Nominee Data Forms must be completed and returned to NHSACA Office **by January 3rd**.
5. NHSACA Office will determine the eight finalists in each sport by tabulating points from objective parts (1, 2, 4 and 6) and the evaluations by Sports Chairs.
 5. *Determine NHSACA National COTY Finalists and send NHSACA Coach of the Year Nominee Data Forms of the **Finalists** in each sport together with evaluation forms to NHSACA Executive Committee on January 13th.*
 6. *Send Notice of NHSACA National COTY Finalists to State Executive Leaders by **January 13th**.*
 7. *Send Notice of NHSACA National COTY Finalists, with a spreadsheet of the addresses of the Finalists, to NHSACA Sport Chairs and Region Directors by **January 20th** by with copy to NHSACA Executive Committee.*
 8. *Send NHSACA National COTY Finalists Congratulatory Letter to NHSACA National COTY Finalists (**January 20th** as attachment in email).*
 9. *Send Notice of NHSACA National COTY Finalists to NHSACA Board of Directors by **January 14th**.*
 10. The Executive Committee must return their final score sheets from their finalists' evaluations **before February 17th**.

11. **COTY** Finalists' Awards will be ordered January 24th.
12. **National COTY Recipient** Awards will be ordered as soon as the recipients have been identified, and verified with the current NHSACA President.

MAIL POLL

The proposed amendment is submitted in writing by a board member to the Executive Director with a request for immediate action.

The Executive Director shall contact the president for his or her response to the request for immediate action or to be delayed until the next annual Board of Directors meeting. If deemed urgent by the two persons, the remaining members of the executive committee will be informed and polled as to future course of action.

If the proposal is approved by the executive committee for immediate action, the Executive Director shall send a copy of the proposed amendment along with brief explanatory material from the proponent and/or the Executive Director to each member of the Board of Directors by computer, with a return deadline of the ballot to the Executive Director and/or the President. A deadline with an allowance of a minimum of three days notice regarding the proposal will be cited in the letter to the Board for the return of the ballot. The Executive Director will report the results of the mail poll to the president and immediately thereafter, notify the Board of Directors of the results.

CHANGES

Changes in this Manual can be made by the recommendation of the Executive Committee or the Board of Directors.

Edited: July 28, 2021