

NHSACA SPORT CHAIR DUTIES AND RESPONSIBILITIES

- I. Be an active member of the NHSACA Board of Directors.
- II. Attend NHSACA Board sessions as called at the Annual Meeting.
- III. Serve on standing and ad hoc committees as appointed by the Executive Committee.
- IV. Help evaluate and choose National Coach of the Year Finalist in respective sport:
 - a. The National Office will send Sport Chairs criteria forms to evaluate all nominees from their respective sport, usually in mid-winter.
 - b. Instruction on how to evaluate and the criteria used in evaluation will be included.
 - c. Evaluate the nominees as objectively as possible.
 - d. Return the forms to the National Office by the designated deadline.
- V. Notify all Finalists once they are named:
 - a. The National Office will publish a list of all COTY Finalists.
 - b. Each will receive notification from the Office.
 - c. Sports Chairs should write a congratulatory letter to the Finalists in their sport and urge them to attend the National Annual Meeting and Awards Banquet.
 - d. In the initial letter or in subsequent follow-up communication (letter, phone call & email), explain the COTY Sport Specific sessions (round tables) and prepare a tentative schedule with help from the National Office and the Annual Meeting Agenda. If email; address folder should include ALL pertinent parties: finalists, Exec Sec, President, Regional Directors and any other concerned parties.
 - e. These round tables are designed to present points and field questions pertinent to the sport. Ask each Finalist to come prepared with 1 or 2 points or questions they find worth bringing up to discussion. Also remember; the purpose of a round table is social interaction, YOU must be a firm moderator and involve all parties equally! And maintain a congenial atmosphere!
 - f. Keep in touch with all Finalists to know who will attend the Awards Banquet and participate in the Sport Specific sessions. Once all attendees are confirmed, establish and share the itinerary/schedule with all. Also, confirm arrival dates, approximate times and number of guests with all attendees.
- VI. While at the National Annual Meeting:
 - a. A member of the NHSACA Executive Committee and/or the Sport Chair Coordinator will meet with all Sports Chairs to finalize preparation for the Sport Specific sessions, the Awards Banquet and to make other pertinent announcements.
 - b. If the Host State or Local Association has appointed a Sport Chair Host, meet with the Sport Chair Host to determine joint duties and a division of duties for all the sessions.
 - c. Try to meet with each Finalist upon their arrival to welcome them and head off questions and nervousness, this is a good time to review the schedule and remind them of any social opportunities available.

- d. Attend the Sport Specific sessions, arrange the introduction of each Finalist when he or she presents, monitor the sessions and prepare a report of each session including attendance numbers.
 - e. Prepare a list of addresses and email addresses for Finalists that will enable all attendants to communicate after returning home.
 - f. Ascertain an accurate count of attendants (include spouse or significant other or guests) for the NHSACA Awards Banquet.
 - g. Locate the appropriate table for respective sport before the banquet and be aware of the alternate seating for family members or friends that cannot be at the designated Sports Table.
 - h. Sit with the COTY Finalists and participate in the presentation of awards.
- VII. A member of the NHSACA Executive Committee will meet with all Sports Chairs to give instructions for awards presentations:
- a. Accompany all Finalists to the dais.
 - b. Help in the actual presentation of the award.
 - c. Be a part of the award photo shoot.
 - d. Arrange for a group photo of respective sport.
 - e. Send photo to all Finalists.
- VIII. Write a final report that includes:
- a. Names, addresses, phone numbers, and email addresses of all COTY Finalists.
 - b. Identify the National COTY with a brief bio.
 - c. Review the Sport Specific sessions and round tables.
 - d. Assemble an attendance summary of the mini-clinics.
 - e. Provide a short synopsis of the round tables.
 - f. Provide a review of information, concerns, questions that arose during the Annual Meeting that involves each respective sport.
 - g. Record other sports specific information that is of interest, which may have developed during the past year.
- IX. The official attire of NHSACA Board of Directors includes a Navy Blue Blazer:
- a. Association logo patches are available from the National Office.
 - b. During the Annual Meeting, the blazer should be worn at all official and/or formal functions.
- X. After the annual meeting, send a thank you email to the Finalists.
- XI. Send a formal commendation to the National COTY with a copy to respective school administrator.
- XII. Send to one or more sport specific publications a bio of the COTY and a list of all finalists, including school, hometown and state.