



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, 2024

1. Go to our website: (www.nhsaca.org)
2. Double click "Coach of the Year Information"
3. Double click "Coach of the Year Nomination Forms"
4. Double click the sport you are nominated for to download WORD document. Example: Athletic Directors would hit "Athletic Director"
5. Double click "open the file" or "save as."
 - If you double click "open the file" the document will open. You will need to save it to your desktop as your sport and name. Example: **Athletic Director – John Doe**
 - If you double click "save as", you will need to save it to your desktop as 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 tim.wallstrum@nhsaca.org.
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 2023-2024 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 Tim Wallstrum, NHSACA Executive Director of Operations at 1-701-340-8221.

14. If you are not able to fill out the form, please e-mail Tim Wallstum at tim.wallstrum@nhsaca.org. or call at **701.340.8221.**
15. Please double check your form for accuracy and completeness.

THESE FORMS MUST BE RECEIVED IN THE NHSACA OFFICE NO LATER THAN December 20, 2024 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 (2024-25): **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 2024-25 COTY Awards Program are based on the coach's career through the 2023-24 school year. The retired coach to be nominated could not have retired prior to the 2022-23 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.