



## **NHSACA AWARDS COMMITTEE**

### **2025 NHSACA COACH OF THE YEAR TIMELINE & FORMAT**

1. **September 15<sup>th</sup>** 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 **no later than October 20<sup>th</sup>**. If your Board of Directors, or committee choosing these nominees will be meeting after October 20<sup>th</sup>, please shoot me an email letting me know when you would expect to be able send this roster to me. 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.
2. The NHSACA Coach of the Year Nomination Forms (on Website) must be returned **before December 22<sup>nd</sup>**. The NHSACA Coach of the Year Nominee Data Form will have the following questions at the top of the first page:

**Were you an NHSACA Coach of the Year Finalist in this sport in 2023? Yes No**

**Were you an NHSACA Coach of the Year Finalist in this sport in 2024? Yes No**

**Were you an NHSACA Coach of the Year in any sport in 2023? Yes No**

**Were you an NHSACA Coach of the Year in any sport in 2024? Yes No**

**Were you a NHSACA COTY Award recipient in this sport previously? Yes No**

**If you answered yes to any of the above questions you are not eligible to complete this document this year or participate in this award.**

**(Please notify National Office of this situation)**

**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 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.**

3. **December 22<sup>nd</sup>**: Send all NHSACA Coach of the Year Nomination Forms for 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 Nomination Forms must be completed and returned to NHSACA Office **no later than January 5<sup>th</sup>**.
4. 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 19<sup>th</sup>.*
6. *Send Notice of NHSACA National COTY Finalists to State Executive Leaders by **January 19<sup>th</sup>***
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 23<sup>rd</sup>** with copy to NHSACA Executive Committee.*
8. *Send NHSACA National COTY Finalists Congratulatory Letter to NHSACA National COTY Finalists (**January 23<sup>rd</sup>** as attachment in email).*
9. *Send Notice of NHSACA National COTY Finalists to NHSACA Board of Directors by **January 30<sup>th</sup>**.*
10. The Executive Committee must return their final score sheets from their finalists' evaluations **before February 16<sup>th</sup>**.