



NATIONAL HIGH SCHOOL ATHLETIC COACHES ASSOCIATION

State Executive Directors: Please send this direction form to every COTY nominee you select as soon as possible, as it will take them time to complete the form and return it to me. (Especially if this is their first nomination for this award)

RETURN DEADLINE: January 8, 2027

1. **National COTY Nominees:** go to our website: www.nhsaca.org, and take these steps:
 - Click “Awards” menu tab at the top of the page
 - Scroll down the page to the NHSACA Coach of the Year Banner and click “Forms for COTY Process.”
 - You may now open the links on this page that include the COTY Instructions tab and Calculating Wins & Losses Tab, and review that information.
 - Next, choose the sport you are nominated in and open that tab.
 - 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.
2. 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.
3. Fill out each section as completely as possible. Points will be awarded in each section. If a section is left blank, zero points will be awarded for that section. **This is very IMPORTANT!**
4. 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 from another section from a girls’ sport. It must remain one gender-specific form.

****All Nominees must be active head coaches for the category they are nominated in for the current NHSACA National COTY Award Program (2026-27): 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 is based on the coach’s career through



the 2025-26 school year. The retired coach to be nominated could not have retired prior to the 2024-25 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.

2. If you have any questions on these forms, please call **Tim Wallstrum, NHSACA Executive Director of Operations at 1-701-340-8221.**
3. Please double-check your form for accuracy and completeness.
4. **PLEASE RETURN YOUR FORMS VIA EMAIL TO:**
timwallstrum95@gmail.com
- 9.

Read the items A-E to determine if you are eligible for the 2027 NHSACA National Coach of the Year.

A.Were you an NHSACA Coach of the Year Finalist in this sport in 2025? Yes No

B. Were you an NHSACA Coach of the Year Finalist in this sport in 2026? Yes No

C. Were you an NHSACA Coach of the Year in any sport in 2025? Yes No

D.Were you an NHSACA Coach of the Year in any sport in 2026? Yes No

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

If you answered yes to A, B, C, D or E, you **ARE NOT** eligible to complete this document this year. (Please notify the National Office of this situation)

THESE FORMS MUST BE RECEIVED IN THE NHSACA OFFICE NO LATER THAN JANUARY 8TH, 2027, IN ORDER TO BE DISTRIBUTED TO THE SPORT CHAIRS FOR EVALUATION.