

# **OHIO INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION**

QuickTime™ and a  
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## **AWARD INFORMATION PACKET**

**Created:**  
12/08

**Modified:**  
5/09kw

## AWARD TIME LINE

Below is a listing of all OIAAA, NIAAA, and OHSAA awards and scholarships that can be earned, and the deadlines for submitting candidates. District representatives must submit the names of their candidates to the OIAAA President or designee **two weeks** prior to the meeting date listed. This will allow the President or designee enough time to have the information added to the password protected area of the OIAAA website.

<u>AWARD</u>	<u>INFO. DUE</u>	<u>APPLICATION LOCATION</u>
NIAAA Distinguished Service Award (Active Athletic Administrator)	January Meeting	NIAAA Website
NIAAA Distinguished Service Award (Non-Member of NIAAA)	January Meeting	NIAAA Website
NIAAA State Award of Merit	January Meeting	NIAAA Website
NIAAA Frank Kovaleski Prof. Devel.	January Meeting	NIAAA Website
NFHS Citation	January Meeting	NIAAA Website
Athletic Admin. of The Year Nominee	May Meeting	OIAAA Website
OHSAA SEI Award	May Meeting	OIAAA Website
Hall of Fame Inductee	May Meeting	OIAAA Website
Middle School Ath. Admin. of the Year	May Meeting	OIAAA Website
OIAAA Meritorious Service	May Meeting	OIAAA Website
OIAAA Citation	May Meeting	OIAAA Website
OIAAA Horizon Award	May Meeting	OIAAA Website
<b><u>SCHOLARSHIPS</u></b>		
Thinnes Scholarship Nominee	May Meeting	OIAAA Website
Dow Nelson Scholarship Nominee (From Previous Year's Host District)	May Meeting	OIAAA Website
OIAAA Exec. Scholarship Nominee	May Meeting	OIAAA Website

**Biographical Information and photographs of award winners due to Program Committee Chairperson at August meeting. (or earlier)**

## **AWARD DESCRIPTIONS**

### **National Awards**

Each August, the President of the OIAAA will appoint three members of the executive committee to serve on the national awards subcommittee. After January's nominations are received from each district, the committee will review the applications from the nominees and will recommend the one most qualified nominee for each award. The nominations must be completed for the March executive meeting. Those individuals not selected as a state nominee will remain on an active roster for two additional years and could be considered for nomination in the future.

#### **NIAAA Distinguished Service Award (Current Athletic Administrator)**

This award is presented to an association member each year in recognition of their length of service, special accomplishments and contributions to athletic administration at the local, state and national levels. Each District is permitted, but not required to nominate one worthy individual from their organization, and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at January Meeting)

#### **NIAAA Distinguished Service Award (Non-Member of NIAAA)**

This award is presented to one individual each year in recognition of their length of service, special accomplishments and contributions to athletics at the local, state and national levels. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee cannot be a member of OIAAA and NIAAA, but could be a retired Athletic Administrator.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at January Meeting)

#### **NIAAA State Award of Merit**

This award is presented on an annual basis to an **NIAAA member** in each state in recognition of meritorious service, leadership and special contributions to interscholastic athletics at the local and state level. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at January Meeting)

#### **NIAAA Frank Kovaleski Professional Development Award**

This award is presented annually to a recipient who most possesses and has contributed to the vision of Professional Development – the legacy of Frank Kovaleski. Frank was instrumental in the creation of the

Leadership Training Program of the NIAAA. The Frank Kovaleski Award is presented annually to an NIAAA member who has made significant contributions and demonstrated excellence in the area of professional development at both the state and national levels. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. Once a state nominee is determined, the candidate's application must be forwarded to a Section 2 board member. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at January Meeting)

### **NFHS Citation**

This award is presented to individuals associated with categories of professionals who have made significant contributions to the NFHS and/or other national organizations that have impacted high school activities. Among the factors which may be considered are:

-Individual has a long-standing and distinguished record of involvement with high school activities programs at the local and state levels.

-Service to OHSAA and/or OIAAA (board positions held, committees, tournament management, etc.)

-Service to NFHS and/or NIAAA (positions held, committees, conference participation, i.e., speaker, president, delegate, committee, articles published, etc.)

-Individual is recognized as among the best in their profession by their colleagues.

Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, NIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at January Meeting)

## **State Awards**

### **OIAAA Athletic Administrator of The Year**

The purpose of this award is to give recognition to athletic administrators who exemplify the highest standards of their profession and who, through their influence on the lives of the young people under their direction, have made significant contributions to their schools and communities. The candidate shall be an athletic administrator who is recognized in the community as an educational leader and who maintains athletics as an integral part of the total education program. He/she shall administer an exemplary athletic program making full use of school and community resources and involving as many students as possible. Each District is permitted to nominate one person from their area, and the Executive Committee will choose one nominee as the Athletic Administrator of the Year. The nominee must be a member of OIAAA and their local district by no later than October 31 during the school year in which they have been nominated.

Each District Athletic Administrator and the overall state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at May Meeting)

### **OHSAA Sportsmanship, Ethics, and Integrity Award**

The OHSAA Board of Directors has approved the establishment of a Sportsmanship, Ethics and Integrity award to be given annually to an Athletic Administrator. This award is not to be an administrator of the year award. Rather, it is an opportunity to honor a colleague who reflects the highest degree of professional conduct.

This person should be:

1. A person who is a positive role model for others.
2. A person who exemplifies an unwavering commitment to good sportsmanship.
3. A person who reflects a high level of ethics and integrity in carrying out all professional responsibilities.
4. A person who teaches positive values by words and deeds.
5. A person who, for a number of years, has faithfully served the youth of Ohio.

Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at May Meeting)

### **OIAAA Hall of Fame Inductee**

This honor is bestowed upon an active or retired athletic administrator in recognition of their special accomplishments and contributions at the local and/or state levels. Length of service should not necessarily be a deciding factor when choosing a candidate for this honor. Each District is permitted to select one individual and must forward a completed application to the Executive Committee. If the nominee is an active athletic administrator, they must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated. If the nominee is a retired athletic administrator, the OIAAA Treasurer or his designee must verify that the individual had been an OIAAA member at some point during their career.

Each nominee will be presented a plaque at the OIAAA Conference in October.

(Nominations due at May Meeting)

### **OIAAA Middle School Athletic Administrator of the Year**

This award will be given to a Middle School Athletic Director (Grades 7-8) in recognition of service, leadership and involvement with interscholastic athletics at the local and district levels. This person cannot be a high school athletic director who also has responsibilities for middle school athletics. (7-12) The award is geared to the individual whose primary responsibility is middle school athletics. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque at the OIAAA Conference in October.

(Nominations due at May Meeting)

### **OIAAA Meritorious Service Award**

This award will be given in recognition of special contributions, leadership and service to interscholastic athletics in Ohio at the local, district and state levels. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque from OIAAA at one of their local District Association meetings after the State Conference in October.

(Nominations due at May Meeting)

### **OIAAA Citation**

This award recognizes exceptional time, effort, and energy devoted to the OIAAA. Each District is permitted to nominate one person from their area and the Executive Committee will choose one nominee to be honored. The nominee must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

The state winner will be presented a plaque from OIAAA at one of their local District Association meetings after the State Conference in October.

(Nominations due at May Meeting)

### **OIAAA Horizon Award**

Each District is permitted to present this award each year to an active Athletic Administrator who is in the first 2-3 years of service at his/her school. This person must have demonstrated clear signs of professionalism and involvement, and has made a difference at their school, and/or within their conference. Each District is permitted to nominate one person from their area. The nominee must be a member of OIAAA, and their local district by no later than October 31 during the school year in which they have been nominated.

All nominees will be presented a plaque from OIAAA at one of their local District Association meetings after the State Conference in October.

(Nominations due at May Meeting)

## **Scholarships**

### **Thinnes Scholarship Nominee**

This \$750 scholarship is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement and leadership qualities shall be considered. Applicants must complete the required application and submit it to their District Representative. Each athletic district may select one candidate for this scholarship each year and the OIAAA Executive Committee will select the scholarship winner at their May meeting. Applicants who have previously have been awarded this scholarship will only be

considered if there are no other legitimate candidates during that year. A plaque will be presented to the scholarship winner at the OIAAA awards banquet in October.

### **Dow Nelson Scholarship Nominee**

This \$750 scholarship is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement and leadership qualities shall be considered. Applicants must complete the required application and submit it to their District Representative. Candidates for this award are recommended by and only taken from the district that is responsible for the state conference the previous year. A plaque will be presented to the scholarship winner at the OIAAA awards banquet in October.

### **OIAAA Exec. Scholarship Nominee**

This \$750 scholarship is awarded annually to the son or daughter of an active member of OIAAA. Factors such as financial need, scholastic achievement, athletic achievement and leadership qualities shall be considered. Service of the parent(s) to their league, local, state and/or national athletic administrators associations, as well as service to OHSAA will be considered. Applicants must complete the required application and submit it to their District Representative. Each athletic district may select one candidate for this scholarship each year and the OIAAA Executive Committee will select the scholarship winner at their May meeting. **Applicants who have previously have been awarded this scholarship will only be considered if there are no other legitimate candidates during that year.** A plaque will be presented to the scholarship winner at the OIAAA awards banquet in October.

## **Service Awards**

District Representatives will be given the names of all service award winners and will be given certificates for the five and ten year honorees. Those certificates will be presented to members after the October state conference. In order to encourage the other recipients to attend the awards presentation, the District Representatives will contact each recipient by email, phone, or by form letter notifying them that they will be receiving their service plaque at the conference.

### **OIAAA Service Awards**

Presented to OIAAA members at the following intervals:

Five Year Certificate - Presented at a local association meeting held after the OIAAA State Conference in October during the member's fifth year of service.

Ten Year Certificate - Presented at a local association meeting held after the OIAAA State Conference during the member's tenth year of service.

Fifteen Year Plaque - Presented at the OIAAA State Conference during the member's sixteenth year of service.

Twenty Year Plaque - Presented at the OIAAA State Conference during the member's twenty-first year of service.

Twenty-Five Year Plaque - Presented at the OIAAA State Conference during the member's twenty-sixth year of service.

Thirty Year Ring – Presented at the OIAAA State Conference during the member's thirty-first year of service.

Thirty-Five Year Award - Presented at the OIAAA State Conference during the member's thirty-sixth year of service.

Forty Year Award - Presented at the OIAAA State Conference during the member's forty-first year of service

\*\* In order to receive the service award, the individual must have been a member of the OIAAA by October 31 during the year in which they were eligible. Ex: To receive a five-year service award, the athletic administrator must have been a member of OIAAA during their fifth year of service. Awards will not be presented retroactively.

### **NIAAA Service Awards**

Presented to NIAAA members at the following intervals

Fifteen Year Certificate

Thirty Year Certificate

Twenty Year Certificate

Thirty-Five Year Plaque

Twenty-Five Year Certificate

\*\* In order to receive the service award, the individual must have been a member of the NIAAA by October 31 during the year in which they were eligible. Ex: To receive a fifteen-year service award, the athletic administrator must have been a member of NIAAA during their fifteenth year of service. Awards will not be presented retroactively.

All NIAAA Service awards are presented at a local association meeting held after the OIAAA State Conference in October.



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### **For Conference – Early/Mid September**

- \_\_\_\_\_ 1. Confirm that Conference Program chairman has all info for your district award winners.
- \_\_\_\_\_ 2. Notify service award recipients (15 + years or more) that they will be receiving award at state conference at banquet.
  - See list sent by awards chairman
  - Email, call, or mail form letter to each recipient
- \_\_\_\_\_ 3. Contact any of the following award winners from your district:
  - Scholarship winners
  - NIAAA State Award of Merit
  - NIAAA Distinguished Service winners
  - NFHS Citation
  - NIAAA Frank Kovaleski Prof. Devel.
  - OIAAA Hall of Fame
  - OIAAA HS and MS AD of the Year
  - SEI AWARD

-Ask how many guests they will be sending to conference banquet
- \_\_\_\_\_ 4. Contact OIAAA Treasurer and provide guest count (give number of guests INCLUDING award recipient)
  - NOTE: OIAAA pays for first 4 guests and local association pay for any additional guests

### **After State Conference**

- \_\_\_\_\_ 1. Using press information provided on award applications, contact news media to publicize district award winners.
  - Use media form letter and fill in the blanks
- \_\_\_\_\_ 2. Present post-conference awards at local association meeting
  - Five & Ten Year Service Certificates
  - Horizon, OIAAA Meritorious Service, and / or OIAAA Citation Awards

**\*\*\*\*PRESS RELEASE \*\*\*\***

Dear Sports Editor:

At it's recent state workshop in October, the Ohio Interscholastic Athletic Administrators Association awarded

\_\_\_\_\_ from \_\_\_\_\_ high school  
(name) (school)

the \_\_\_\_\_ award.

Please contact our award recipient at their high school in order to obtain quotes and background information. On behalf of our organization, thank you for publicizing this outstanding accomplishment. A brief description of this award is listed on the accompanying page.

Sincerely,

xx  
District Representative  
Ohio Interscholastic Athletic Administrators Association

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**A section such as this will be added to each award application so that media can be notified of the winner of the award from each district. It will be up to each district representative to contact the media members for their candidates.**

**NEWSPAPERS**

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<b>Name</b>	_____
<b>Address</b>	_____
<b>City/State</b>	_____
<b>Contact/person</b>	_____
<b>Fax Number</b>	_____

For additions or corrections:

Please contact

Kip Witchey  
OIAAA Awards Chairman