



OHIO INTERSCHOLASTIC ATHLETIC

ADMINISTRATORS ASSOCIATION

AWARD INFORMATION PACKET

Created:

12/08

Modified & Approved:

2/9/14 wms

5/6/16 wms

AWARD TIMELINE

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	March Meeting	NIAAA Website
NIAAA State Award of Merit	March Meeting	NIAAA Website
NIAAA Frank Kovaleski Prof. Devel.	March Meeting	NIAAA Website
NFHS Citation	March Meeting	NIAAA Website
Athletic Admin. of the Year Nominee[s]	May Meeting	OIAAA Website
Hall of Fame Inductee[s]	May Meeting	OIAAA Website

SCHOLARSHIPS

NIAAA Scholarship	March Meeting	NIAAA Website
Nelson Thinnes Scholarship (up to \$500)	May Meeting	OIAAA Website
Dow Nelson Scholarship Nominee (up to \$500) <i>(awarded to Prior Year's Host District)</i>	May Meeting	OIAAA Website
Ralph & Nancy Young Scholarship (up to \$500))	May Meeting	OIAAA Website
OIAAA Board Scholarships (up to 3 x \$500 each)	May Meeting	OIAAA Website

Biographical Information and photographs of award winners due to the Awards 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 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)

Presented annually to individuals outside the field of athletic administration, as well as NIAAA members in recognition of their length of service, special accomplishments and contributions to interscholastic

athletics at the local, state and national levels. Nominations are submitted by state athletic director associations, screened by the Awards Committee, and selected by the Board of Directors.

(Nominations due at March 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.

(Nominations due at March 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.

(Nominations due at March 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, host 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.

(Nominations due at March 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 will have the option to nominate and honor more than one candidate; the number of "Athletic Administrator of the Year" will be reflected by the number of OIAAA members from the district by the close of the OIAAA State Conference. Each nominee will be presented a plaque at the OIAAA Conference in the Fall.

Formula for number of District nominations:

0-49 OIAAA Members:	One (1) ADOTY
50-99 OIAAA Members:	Two (2) ADOTY
100-149 OIAAA Members:	Three (3) ADOTY
150 or more OIAAA Members:	Four (4) ADOTY

(Nominations due at May Meeting)

OIAAA Hall of Fame Inductee*

OIAAA Hall of Fame Nomination Criteria:

- i. All nominees shall be a retired secondary school athletic administrator with a minimum of 10 years in school athletic administration along with membership in the OIAAA.
- ii. All nominees shall have merited recognition and distinction in athletic administration and contributions to interscholastic athletics. While many have served programs over a long and distinguished career, their accomplishments must have been worthy of state recognition for them to be considered. **Longevity without significant**

**accomplishments does not constitute appropriate credentials for the OIAAA
ADOTY consideration.**

iii. All nominees must have exhibited sustained superior performance throughout their career exemplifying the highest standards of ethical conduct, integrity, moral character, service, leadership and professionalism.

iv. All nominees shall be considered on the merits of contribution and achievement to interscholastic athletic administration at all levels - local, state and national.

Formula for number of District nominations:

0-49 OIAAA Members:	One (1) HOF
50-99 OIAAA Members:	Two (2) HOF
100-149 OIAAA Members:	Three (3) HOF
150 or more OIAAA Members:	Four (4) HOF

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

(Nominations due at May Meeting)

Scholarships

Thinnes Scholarship Nominee

This scholarship (up to \$500 in value) 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 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 Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

Dow Nelson Scholarship Nominee

This scholarship (up to \$500 in value) 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 Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

Ralph & Nancy Young Scholarship Nominee

This scholarship (up to \$500 in value) 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 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 Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

OIAAA Executive Scholarship Nominee

This scholarship (up to \$500 in value) 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 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 Spring OHSAA Scholarship Banquet as hosted by individual District Athletic Boards.

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. Example: 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
- Twenty Year Certificate
- Twenty-Five Year Certificate
- * Thirty Year Certificate
- * Thirty-Five Year Plaque

**** 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

DISTRICT REPRESENTATIVE

AWARDS CHECK LIST

For January Meeting

- ____ 1. Obtain candidates from local association for awards to be voted in January OIAAA Exec. Meeting. (see timeline)
- ____ 2. Contact nominees and have them complete applications.
 - Go to OIAAA website for state awards
 - Go to <http://www.niaaa.org/Award/Forms.asp> for all NIAAA award applications
- ____ 3. Submit applications to OIAAA website **two weeks** prior to January meeting for award committee review.
- ____ 4. Bring master copy of applications to January meeting and retain a copy of all applications until after October conference.

For May Meeting

- ____ 1. Obtain candidates from local association for awards to be voted in May OIAAA Exec. Meeting. (see timeline)
- ____ 2. Contact nominees and have them complete applications.
 - Go to OIAAA website for state awards
 - Go to <http://www.niaaa.org/Award/Forms.asp> for all NIAAA award applications
- ____ 3. Submit applications to OIAAA website **two weeks** prior to May meeting for voting member review.
- ____ 4. Bring master copy of applications to May meeting and retain a copy of all applications until after October conference.
- ____ 5. Notify all successful award winners from your District. (March winners and May winners)
 - Inform them of what they will receive and when they will receive it. (see award ` descriptions)
 - All award winners must submit a self-written bio and electronic picture to you by **Aug. 1** for state program

AWARD WINNER PAPERWORK CHECKLIST

<u>Award Banquet/Guests</u>	<u>Winner Name</u>	<u>Application</u>	<u>Biography</u>	<u>Picture</u>
NFHS Citation	Joe Smith – Elgin H.S.	X		

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 winner
 - 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

****SAMPLE RESS RELEASE ****

Dear Sports Editor:

At its recent state workshop in November, 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

NIAAA Distinguished Service Award

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.

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.

NIAAA Frank Kovaleski Professional Development Award

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- 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, articles published, etc.)

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.

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.

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.

OIAAA Citation

This award recognizes exceptional time, effort, and energy devoted to the OIAAA.

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.)

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

Name _____

Address _____

City/State _____

Contact/person _____

Fax Number _____

For additions or corrections:

Please contact

Bill Schumacher OIAAA Awards Chairman wschu22@me.com