

**NATIONAL INTERSCHOLASTIC
ATHLETIC ADMINISTRATORS ASSOCIATION**



**HALL OF FAME
NOMINATION FORM**

The NIAAA Hall of Fame is organized as a means of recognizing interscholastic athletic administrators, promoting the vocation of athletic administration and preserving the heritage of the profession. This honor is the highest an athletic administrator can receive from the NIAAA for his/her contributions and accomplishments at the local, state and national level. Further, this award sets a standard for athletic administrators to emulate.

Nominations/Criteria

Nominations for the NIAAA Hall of Fame may be made by individuals who are current NIAAA members or State Athletic Administrator Associations. **A state athletic administrator association may nominate only one person in each category annually.** Posthumous nominations will be accepted.

There are two categories of nominees;

- a. **Athletic Administrator – majority of school athletic administration career was after 1977**
 - i. All nominees shall be retired from secondary school athletic administration with a minimum of 10 years in athletic administration in a school building or school district office along with membership in their state athletic administrator association and the NIAAA.
 - ii. All nominees shall have merited recognition and distinction in athletic administration and long term contributions to interscholastic athletics. While many have served programs over a long and distinguished career, their accomplishments must have been worthy of national recognition for them to be considered. Longevity without significant accomplishments does not constitute appropriate credentials for the NIAAA Hall of Fame 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.

- b. **Athletic Administrator – majority of school athletic administration career was prior to 1977**
 - i. All nominees shall be retired from secondary school athletic administration with a minimum of 10 years in athletic administration in a school building or school district office.
 - ii. All nominees shall have merited recognition and distinction in athletic administration and long term contributions to interscholastic athletics. While many have served programs over a long and distinguished career, their accomplishments must have been worthy of national recognition for them to be considered. Longevity without significant accomplishments does not constitute appropriate credentials for the NIAAA Hall of Fame 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.

Requirements for Consideration

Requirements for Consideration — only the following package of materials should be submitted for an individual to be considered for induction into the NIAAA Hall of Fame:

- a. **Nomination Form:** A completed nomination form.
- b. **Letters of Recommendation:** A **maximum of two (2) letters** of recommendation can be included. Letters should focus on NIAAA involvement and contributions.
- c. **Support Material:** The total number of support material pages must not exceed four (4), as related to the candidates career in athletic administration.
- d. **Photograph** A 4" x 6" or 5" x 7" portrait style photograph should accompany the nomination form

Instructions

All nomination forms and support materials must be sent to the respective state athletic administrator association office. The state association must forward its nominee (s) forms and support materials to the NIAAA office, 9100 Keystone Crossing, Suite 650, Indianapolis, Indiana 46240 **postmarked by July 1** for the nominee(s) to be considered for the following calendar year's induction class.

Please use the following guidelines when preparing the nomination materials:

1. All materials must be submitted on 8.5" x 11" paper.
2. All materials must be presented in typewritten or computer generated form.
3. Do not use notebooks or portfolios with plastic sheet covers.
4. Do not use highlighters to outline specific facts or underline or draw arrows to mark copy.
5. Nomination form must contain all required signatures.
6. **Packet must contain materials in the following order: (1) nomination form; (2) only two letters of recommendation; (3) maximum of four pages of supporting material.**
7. Put names on photo(s).
8. Nomination materials must be postmarked by July 1 to be in consideration for following calendar year class.
9. Please remember this is an NIAAA award and the application should emphasize the accomplishments, recognitions and achievements related to the NIAAA.

A state shall have only one nominee in each category annually. Nominees must have the endorsement of their state athletic directors association.

The NIAAA Hall of Fame induction ceremony will be held annually in conjunction with the National Conference of Directors of Athletics. All inductees must be present at the induction ceremony. Posthumous inductees will be represented by a family member or appropriate individual.



Hall of Fame Nominee

_____ Prefix _____ First _____ Middle _____ Last _____ Suffix

Basic Criteria:

The candidate must meet the below three requirements to be eligible for nomination for the NIAAA Hall of Fame.

- 1) Retired as an active interscholastic athletic administrator.
- 2) Served as a contracted interscholastic athletic administrator for at least ten years.
- 3) Former and/or current member of state and national interscholastic athletic administrators associations *(Post 1977 candidates)*.

Category of Nomination: (Check category based on majority years of service):

_____ Athletic Administrator - post 1977 _____ Athletic Administrator - pre 1977

Nomination submitted by: _____ State Association _____ Individual

Individual Submitting Nomination

Print Name : _____ Work Phone: _____

Address: _____

_____ City _____ State _____ Zip

Cell Phone: _____ Email: _____

Signature: _____ Date: _____
Person submitting nomination

Signature: _____ Date: _____
State Athletic Administrator Association President or Executive Director

Address: _____

_____ City _____ State _____ Zip

Phone: _____ Email Address: _____

HALL OF FAME NOMINEE

Prefix First Middle Last Suffix

Current Address _____
 Street address City State Zip Code

Home Phone _____ Cell Phone _____

Email Address _____

School Affiliation (if applicable) _____
 School Name City State

If the nominee is active in the area of interscholastic athletic administration, please explain:

Nominee is: Living _____ Deceased _____

If deceased, closest living relative or contact person _____

 Street address City State Zip Code

Nominees Education:

<u>Name of School Attended</u>	<u>City and State</u>	<u>Year Graduated</u>	<u>Degree Earned</u>
High School	_____	_____	_____
BA/BS College/University	_____	_____	_____
Post Graduate College/University	_____	_____	_____

Years in Athletic Administration _____ Last Year in Athletic Administration _____

Years as NIAAA member _____ Years as state Association member _____

NIAAA Certification RAA _____ CAA _____ CMAA _____

Included Materials:

_____ 4" x 6" or 5" x 7" color portrait photograph of nominee

_____ Letter(s) of recommendation

_____ Resume, Newspaper clipping or other supportive materials

3. Describe the candidate's involvement (i.e Board of Directors, Committee Membership, LTI National Faculty, State Coordinator, Conference Presenter, Published in IAA, etc.) in the NIAAA including recognitions and awards:

4. Describe the candidate's significant contributions as an interscholastic athletic administrator to the NIAAA through participation, contribution, leadership, and/or innovation.

5. Share/Describe the nominee's most noteworthy experience in the NIAAA that made an impact on their career.

6. Professional affiliations (involvement in local, state, national and other related professional organizations – include number of years served)

INTERSCHOLASTIC ATHLETIC CONTRIBUTOR

(Pre 1977 Category)

Athletic Directors a majority of whose career was prior to the formation of the NIAAA

(Please Provide the Following Information in space provided)

1. Describe career accomplishments and contributions as an interscholastic athletic administrator at the local, state and national levels)

2. Describe the nominees defining moment as an interscholastic athletic administrator

3. Special honors and achievements including involvement in local, state and national professional organizations

4. Other information not previously mentioned



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