

Dear Section Representative:

On behalf of the Minnesota Track and Field Coaches Association, I would like to thank you for taking on the responsibility of Section Representative.

As the Section Representative, you have a number of responsibilities in order to make sure your section has a coach of the year in three categories: head boys, head girls, and assistant (just one assistant regardless of boys or girls affiliation). Please complete the following steps in order to do so:

1. Prior to the section meet, construct 2 ballots: head boys coach of the year, and head girls coach of the year. In order to be eligible, the person must be a member of the coaches association. First, go to the website <http://www.mshsl.org/mshsl/competitiveSections09.asp> and print a list of all teams in your section. Then, for a list of coaches' association members, go to the association's web site <http://www.mshsca.org/track/members.htm>. Association members are alphabetized by school. Find the head coaches of the schools that are in your section – if you do not know who the head coach is, you can check on the MSHSL website, <http://www.mshsl.org>, by selecting the school from the drop down menu at the top of the page. You can then scroll down to track and field and find the head coach listing.
2. During the meet, have head coaches nominate assistants who are members of the coaches association and have been with their school's program for a minimum of five years. The head coach may not know which coaches on his/her staff are members of the association, so it may be beneficial to provide a list from the Association website, <http://www.mshsca.org/track/members.htm>. Once you have received the nominations for assistant coach of the year, create a ballot, or post the list where members of the association will be turning in their ballots for head coach of the year
3. Administer a vote during the meet for boys' and girls' head coaches of the year as well as assistant coach of the year. Before the end of the meet, tally the votes, announce the winners, and give the winning coaches a packet containing a congratulatory letter and profile.
4. As soon as possible after your section meet, email the 3 winners' names to me: the boys' head coach of the year, the girls' head coach of the year, and the assistant coach of the year.

In closing, thank you again for taking the time to make the coach of the year awards a reality. I am aware of the time it takes to do this, but recognizing our peers is important, and without a section representative, it would not be possible.

If you have questions or concerns, please feel free to contact me.

Sincerely,

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Coach of the Year Director  
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