

2009-10

# WYOMING COACHES' ASSOCIATION HANDBOOK

The Wyoming Coaches' Association handbook and the various membership lists, award winners, Coach of the Year winners, application forms, nomination forms, etc. are available at [www.wcaonline.net](http://www.wcaonline.net).

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The University of Wyoming/Wyoming Coaches' Association ticket policy is found on the WCA website: [www.wcaonline.net](http://www.wcaonline.net).

These are the rules and regulations that govern the Wyoming Coaches' Association and have been approved by the Association's Board of Directors.

## WYOMING COACHES' ASSOCIATION CODE OF ETHICS

The responsibility of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic success. Each child should be treated as though he/she were the coaches' own and their welfare shall be uppermost at all times. The following guidelines for coaches have been adopted by the Wyoming Coaches' Association Board of Directors:

1. The coach must be aware that he/she has a tremendous influence in the education of the student/athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student/athlete, officials, athletic directors, school administrators, the Wyoming State High School Activities Association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and under no circumstances, should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs and administrators.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that may set players or spectators against the officials. Public criticism of officials or players is unethical.
8. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
9. A coach shall not exert pressure on faculty members to give student/athletes special consideration.
10. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.
11. The Association respects the privacy of its membership, and consequently, reserves the right to release information concerning its membership to a select few necessary parties.

## BENEFITS OF WYOMING COACHES' ASSOCIATION ACTIVE AND LIFETIME MEMBERS

### ACTIVE MEMBERS:

1. Are eligible to submit a nomination for the Association's Community Service Award.
2. Are eligible to be nominated and selected for the annual Association's Head Coach of the Year, Assistant Coach of the Year, Junior High/Middle School Coach of the Year, Regional and National Coaching awards.
3. May vote for nominees for the various Association Coach of the Year awards.
4. Are eligible and may be selected to be All Star head coach, assistant coach, or associate coach.
5. May nominate and vote for the various class specific All State awards.
6. May serve on the selection committee for the All Star teams.
7. Children are eligible and may be selected for the Association's Scholarship.
8. Are eligible to nominate his/her athletes for the Association's Academic Awards.
9. Are eligible and may have the opportunity to serve on the Association's Board of Directors.
10. Are eligible to receive 20, 30, 40, and 50 year Service Awards
11. Will have access to on-line newsletters, association news, Coach of the Year ballots, scholarship application forms, etc. at [www.wcaonline.net](http://www.wcaonline.net).
12. May purchase special coaches passes (color changes annually) to culminating WHSAA sporting events.
13. Have \$1 million liability insurance coverage and a \$5,000 accidental death life insurance policy that begins on the date of the membership application. (This only includes active Wyoming coaches).
14. Are eligible for University of Wyoming/Wyoming Coaches' Association complimentary Football and Basketball tickets. See [www.wcaonline.net](http://www.wcaonline.net) for details.
15. Are eligible to be nominated and selected to the Association's Hall of Fame.
16. May nominate for the Community Service Awards.

### LIFETIME MEMBERS:

1. Will receive the Association's Gold Card and the special privileges that apply.
2. May vote for members nominated for the Association's Coach of the Year awards.
3. Will have access to on-line newsletters, association news, Coach of the Year ballots, scholarship application forms, etc. at [www.wcaonline.net](http://www.wcaonline.net).
4. Are eligible for University of Wyoming/Wyoming Coaches' Association complimentary Football and Basketball tickets. See [www.wcaonline.net](http://www.wcaonline.net) for details.

# WYOMING COACHES' ASSOCIATION CONSTITUTION

## ARTICLE I - NAME

The name of this organization shall be the "WYOMING COACHES' ASSOCIATION" hereinafter referred to as the "Association".

## ARTICLE II - PURPOSE

1. The purpose of the Association shall be:
  - a. To maintain the highest standards in athletics and the coaching profession and to work together for the improvement of all Wyoming scholastic athletes.
2. The Association will endeavor to:
  - a. Foster academic achievement among student/athletes.
  - b. Improve Wyoming athletics by assisting coaches in securing a more thorough understanding of the various sports and associated issues.
  - c. Have a representative group of coaches that may be able to assist with issues of general interest to the Association.
  - d. Provide benefits and recognition for coaches and student/athletes.
3. The Association shall be a voluntary and a not-for-profit organization.

## ARTICLE III – MEMBERSHIP

1. The two classes of memberships in this Association shall be Active and Lifetime.
  - a. Active members shall include registered and paid coaches or directors of athletics in K-12 schools who are actively engaged in or directly associated with coaching of student/athletes in the state of Wyoming.
  - b. Lifetime membership shall be open to retired Association members.
    1. The cost of a lifetime membership is \$75.00.
    2. Lifetime members shall receive the Association's Gold Card and all the benefits and privileges of that card. See [www.wcaonline.net](http://www.wcaonline.net) for details.
    3. If a lifetime member should return to active coaching, then the member will be required to register and consequently return to the active coaching status.
2. Membership shall extend from August 1 until the following July 31.
3. Applicants, upon signing a membership application, are stating their intent to become a member of the Association. They also agree to accept the Association, Constitution, and its By Laws.
4. A member may be expelled from the Association by a majority vote of the Executive Committee of the Association's Board of Directors. Any member who has been expelled by a vote of the Executive Committee may appeal, in writing, at the annual summer meeting.
  - a. At this appeals hearing, each active member of the Association shall be allowed one vote.
  - b. At the appeal hearing, the action of the majority of the Association members present shall be final.

## **ARTICLE IV - EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the following officers:
  - a. President
  - b. President Elect
  - c. Immediate Past-President
  - d. Executive Secretary
  - e. Executive Director
  - f. Secretary (Ex-officio)
2. The Executive Officers consist of the President, President Elect and Immediate Past-President.
3. The Executive Committee shall have control and management of the affairs, funds, and property of the Association.
4. The Executive Officers shall recommend the appointment of the Executive Secretary and the Executive Director. The Executive Officers shall review the job performance of the Executive Secretary and Executive Director annually.
5. The Executive Committee shall approve all appointments to the Board of Directors.

## **ARTICLE V - BOARD OF DIRECTORS**

1. The administrative authority shall be vested in the Executive Committee of the Board of Directors.
  - a. The Executive Committee shall consist of the following members:
    1. President
    2. President Elect
    3. Immediate Past-President
    4. Executive Secretary
    5. Executive Director
    6. Secretary (Ex-officio)
  - b. The Board of Directors shall include:
    1. Sports Representatives (13)
    2. Junior High Representatives (2)
    3. Web-Page Administrator (1)
    4. At-Large Representatives North and South (2)
    5. Athletic Administrators Representative (1)
    6. All Star Coordinators (2)
    7. President of the Hall of Fame Board of Directors (1)
    8. Commissioner of the Wyoming High School Activities Association (ex-officio, non-voting member) (1)
    9. National High School Athletic Coaches Association National Board Representative (1)
    10. Representatives may be added in order to meet special needs of the Association. Their selection will be at the discretion of the Executive Committee.
2. The Board of Directors shall appoint a member to serve as an At-Large member on the National High School Athletic Coaches Association Board of Directors, provided a member is not serving in the capacity as Regional Director, Sports Chairman or National Officer.

## **ARTICLE VI - TERM OF OFFICERS**

1. The term of the President, President Elect, Secretary and Immediate Past-President is two years but is at the discretion of the Association's Executive Committee.
2. The term of the Executive Secretary shall be five years. This starts in the year of 04-05 and continues through 08-09 etc. The Executive Secretary-Elect shall be chosen to work in assistance with the Executive Secretary in the last year of his/her term. The Executive Secretary serves at the discretion of the Executive Officers.
3. The Executive Director's term shall be five years and this term will start beginning 06-07 and will continue through 10-11 etc. The Executive Director-Elect shall be chosen in the last year of this term and will work in assistance with the Executive Director.
4. The term of each sport representative shall be a three-year term under an Association plan whereby approximately one-third of the chair positions will be open each year on a rotating basis. Each sports chair may serve up to two consecutive terms.
  - a. The summer of 2007, 10, etc. sports representatives shall be appointed for Boys Basketball, Football, Special Sports, Swimming, and Tennis.
  - b. The summer of 2008, 11, etc. sports representatives shall be appointed for Girls Basketball, Golf, Boys Track, Cross Country, one At-Large, and one Junior High.
  - c. The summer of 2009, 12, etc. sports representatives shall be appointed for Volleyball, Wrestling, Girls Track, Soccer, one At-Large Representative, and one Junior High.
  - d. The Athletic Director's position on the Association's Board of Directors is a two-year term. He/she is the immediate past president of the Wyoming Interscholastic Athletic Administrators Association.
5. The term of the Web Page Administrator, the Secretary and the All Star Coordinators shall be at the discretion of the President.

## **ARTICLE VII – OFFICERS**

1. A President and a President Elect shall be elected by members at the Association's annual coaches' clinic.
  - a. The nomination for President Elect shall be made by the Executive Committee but nominations may also be taken from the floor prior to voting.
  - b. The election shall be under the direction of the Executive Secretary and the Executive Committee.
  - c. The candidate with the simple majority of the plurality shall be elected.
2. The order of succession to the Presidency shall be:
  - a. President Elect
  - b. Current Senior Sports Representative based on years as a member of the Board of Directors

## **ARTICLE VIII – MEETINGS**

1. The general membership shall meet as a body at the Association's annual coaches' clinic.
2. A quorum shall consist of the active members present.
3. Such other meetings as deemed necessary by the officers shall be held with due notice being given to the membership.

4. The meeting shall be conducted using Robert's Rules Of Order.
  - a. Call to order by the President
  - b. Reading and disposal of unfinished business
  - c. Report of Officers
  - d. New Business
  - e. Elections as needed
  - f. Adjournment

### **ARTICLE IX – COMMITTEES**

1. The President shall have the power to appoint any necessary committees and shall serve as an ex-officio member of all committees. (Example: Nominating Committees for President Elect, Executive Director, Executive Secretary, etc.)
2. The President shall have the power to fill all committee vacancies that occur during his/her term of office.

### **ARTICLE X – AMENDMENTS**

1. Any proposed amendment to this Constitution shall be submitted in writing to the Executive Committee two weeks prior to any regular or called meeting of the Board of Directors.
2. The proposed amendment, together with the opinion of the Executive Board, shall be read at the next Board of Directors meeting of the Association. A two-thirds majority of the Wyoming Coaches' Association Board of Directors members present shall be necessary for the adoption of the amendment.
3. Any amendment will consequently be ratified by a majority of the general membership present at the Wyoming Coaches' Association Annual Clinic. The vote shall be by ballot.

### **ARTICLE XI – NECESSARY AND PROPER**

1. The Association's Executive Committee and the Board of Directors shall make all laws which shall be necessary and proper for carrying into execution any amendments, rules, laws, and/or policies that could deal with the changing needs of the Association.

## **WYOMING COACHES' ASSOCIATION BY-LAWS**

### **ARTICLE I - DUES**

1. The annual membership fee for active and lifetime members shall be determined by the Board of Directors.
2. All dues are payable to the Executive Secretary or the Association Designee on or before August 1. Failure to pay the annual dues by November 15 shall cause termination. Reinstatement will require an additional fee. See the registration form at [www.wcaonline.net](http://www.wcaonline.net).

## ARTICLE II - DUTIES OF OFFICERS

### 1. Office of President

- a. It shall be the responsibility of the President or his/her successor as stated in Article VII Section 2 to have general power and supervision of the Association and shall execute on behalf of the Association all papers, contracts, agreements and other evidences in writing or shall appoint a designee to do the following.
  1. Schedule Board of Director meetings and establish agendas.
  2. Organize and schedule the annual clinic.
  3. Appoint members to fill vacancies of Sport Representatives, Secretary, Web Page Coordinator, At-Large Representatives and All Star Representatives in conjunction with the Past President.
  4. Appoint committees.
  5. Contact all Coach of the Year winners.
  6. Oversee contracts and the various contacts established with corporate sponsors.
  7. Coordinate the newsletter in conjunction with the President-Elect, Executive Secretary, Secretary and the Web Page Coordinator.
  8. Maintain a calendar checklist to be passed to the President Elect.
  9. Contact the Executive Secretary on all financial matters.
  10. May be called upon to represent the Association.
  11. Perform other duties as assigned by the Executive Committee.

### 2. Office of President Elect

- a. It shall be the responsibility of the President Elect to:
  1. Be present at all Board of Director meetings.
  2. Perform duties of President in the absence of the President.
  3. Perform duties as may be delegated by the Executive Committee.
  4. Organize vendor booths for the annual clinic.
  5. Assist in the production of the newsletter.
  6. Chair the scholarship committee.
  7. Prepare the hospitality room at the annual clinic
  8. Proof read all awards presented at the Hall of Fame Banquet.
  9. Perform other duties as assigned by the Executive Committee and the President.

### 3. Office of Secretary

- a. It shall be the responsibility of the Secretary to:
  1. Maintain a record of minutes for all Board of Director meetings.
  2. Disseminate a copy of the minutes to the Board Members in a timely manner.
  3. Disseminate letters of correspondence as needed to the Executive Committee.
  4. Perform other duties as assigned by the Executive Committee and the President.

### 4. Office of Immediate Past-President

- a. It shall be the responsibility of the Immediate Past-President to:
  1. Assist in developing and maintaining corporate sponsors.
  2. Oversee the Coach of the Year ballots.
  3. Order rings.
  4. Serve as advisor to the President Elect.

5. Perform other duties as assigned by the Executive Committee and the President.

5. Office of Executive Secretary

- a. It shall be the responsibility of the Executive Secretary to:

1. Establish, compile and maintain computerized membership address lists and membership files.
2. Provide monthly backup of the membership list.
3. Establish various monetary accounts and develop financial reports as needed.
4. Prepare income statements and balance sheet for the fiscal cycle and for the Wyoming Coaches' Association's Annual Clinic meeting.
5. Send receipts and membership cards to every member as requested.
6. Send dues to national organizations each year.
7. Work with appropriate companies for shirts, plaques, rings, etc.
8. Send updated Association membership lists to sport representatives for All Star meetings.
9. Attend board meetings of the Wyoming Coaches' Association.
10. Work closely with Wyoming Coaches' Association officers and sports representatives.
11. Assist the President and Executive Director with corporate sponsors and maintain a list of potential sponsors.
12. Attend national meetings and the national convention as needed.
13. Help establish and maintain the University of Wyoming/Wyoming Coaches' Association Football and Basketball ticket request policies.
14. Assist the President and Web Site Coordinator with web site updates.
15. Develop the service, Coach of the Year and other award winners lists.
16. Serve on the Wyoming Coaches Association Hall of Fame Board in an ex-officio position.
17. Prepare the Hall of Fame Banquet program.
18. Help maintain the Wyoming Coaches Association Hall of Fame Board of Directors By-Laws and Constitution.
19. Perform other duties as assigned by the Executive Committee and the President.

6. Office of Executive Director

- a. It shall be the responsibility of the Executive Director to:

1. Represent the Wyoming Coaches' Association in the various national organizations, attend the NOCAD's (National Organization of Coaches Association Directors) annual meeting and correspond with NOCAD's members as needed.
2. Act as a liaison for liability insurance carriers.
3. Send out information to Region VII Coach of the Year Award nominees.
4. Collect and send Region VII Coach of the Year Award nominations to the National High School Athletic Coaches' Association.
5. Handle correspondence to and from NHSACA.
6. Maintain a list of Coach of the Year nominees, finalists and national winners.
7. Distribute nominations for the NHSACA Hall of Fame.
8. Correspond with national finalists.
9. Correspond with and request re-certification credit with the Professional Teaching Standards Board. Maintain credit records for two (2) years.
10. Correspond with and request University of Wyoming credit.

11. Secure the contract with the Gatorade Corporation.
12. Act as a liaison to the various marketing directors and request products as needed.
13. Disseminate information to the members as needed and requested.
14. Assist the President, Executive Secretary and the Executive Officers in disseminating the Association news and publications.
15. Collect Community Service Award nominations, chair selection committee and correspond with recipients. Keep nominations for three (3) years.
16. Perform other duties as assigned by the Executive Committee and the President.

7. Board Member: Sports Representative

a. It shall be the responsibility of the Sports Representative to:

1. Maintain Sports Representative (sport specific) job descriptions as described on the Association web site.
2. Conduct selections for All Star and All State teams if applicable.
3. Make the Associations' North and South All Star teams, North and South All Star coaches, All State teams, and Coaches of the Year available to the media.
4. Recruit Association members from their respective sport/sports.
5. Send All State athletes, state championship teams, and runners-up teams to the Executive Board and the Web Page Coordinator in a timely manner.
6. Be an active coach in the area they are representing.
7. Provide channels of communication to and from the other Association Board of Director Sports Representatives.
8. Represent their respective sport to the Board of Directors.
9. Poll coaches on matters of special nature connected with that sport.
10. Order uniforms when their sport holds an All Star contest.
11. Help maintain a list of Wyoming Coaches Association membership within his/her sport.
12. Assist President with clinic and recommend speakers.
13. Host clinic sessions and provide hospitality as needed.
14. Be a media liaison for all information to be released from their respective sport. Information should be released to the Wyoming High School Activities Association and the Associated Press.
15. Disseminate All State awards to honorees.
16. Conduct balloting for All Star coaches where applicable.
17. Conduct annual meetings of their respective coaches where applicable.
18. Attend All Star Week and assist the All Star Coordinator with All Star activities where applicable.
19. Perform other duties as assigned by the Executive Committee and the President.

8. Board Member: All Star Coordinator

- a. It shall be the responsibility of the All Star Coordinator to:
1. Send athlete information forms to Sports Representatives.
  2. Collect all information on coaches and athletes for programs.
  3. Collect money for All Star game players.
  4. Organize and make arrangements for All Star games with site representatives.
  5. Organize All Star awards luncheon.
  6. Order plaques and shirts for coaches and athletes.
  7. Check-in and check-out athletes and coaches in dorm.
  8. Arrange games set-up and take down.
  9. Follow-up on all food and housing arrangements with site representative.
  10. Correspond with athlete and parents at least three times per year.
  11. Distribute the Code of Conduct to the All Star coaches.
  12. Distribute all liability release and practice requirements to athletes.
  13. Perform other duties as assigned by the Executive Committee and the President.

9. Board Member: At-Large Representative

- a. It shall be the responsibility of the At-Large Representative to:
1. Establish a communication web with the North/South schools within their region.
  2. Provide hospitality to speakers and guests as needed.
  3. Provide assistance with the Associations' annual clinic.
  4. Assist with All Stars and All Star events as needed.
  5. Assist in the preparation and registration for the annual clinic.
  6. Maintain correspondence with the other At-Large Representative.
  7. Perform other duties as assigned by the Executive Committee and the President.

10. Board Member: Junior High/Middle School Representative

- a. It shall be the responsibility of the Junior High/Middle School Representative to:
1. Provide channels of communication with high school and junior high/middle school coaches.
  2. Encourage membership of junior high/middle school coaches in the Association.
  3. Promote junior high/middle school coaches maintaining a list of success, service, and professional honors points for the Hall of Fame process.
  4. Poll coaches on matters of special nature as they relate to junior high school or middle school student/athletes.
  5. Conduct annual meeting of junior high/middle school coaches if applicable.
  6. Contact coaches for junior high/middle school speaker at clinic
  7. Host junior high/middle school clinic sessions and introduce speakers
  8. Perform other duties as assigned by the Executive Committee and the President

11. Board Member: Web Page Administrator

- a. It shall be the responsibility of the Web-Page Administrator to:
1. Compile articles from the President to post on web-site as directed.
  2. Updates articles and help prepare the Associations' web site information.

3. Coordinate timelines with the President and Past President for data due.
4. Coordinate with Wyoming High School Activities Association Tech Coordinator for the newsletter timeline.
5. Complete All State, All Star, Coach of the Year or any other information that is to be posted on the web.
6. Maintain a list of All State and Coach of the Year recipients for the permanent records.
7. Perform other duties as assigned by the Executive Committee and the President.

12. Athletic Administrator Member

- a. It shall be the responsibility of the Athletic Administrator Member to:
  1. Organize Association clinic sessions applicable to athletic administration.
  2. Coordinate information and communication with the Wyoming Interscholastic Athletic Administrators Association.
  3. Promote the Association through the recruitment of members.
  4. Provide assistance in notifying athletic administration of the constitution and by-laws that may affect coaches and students/athletes.
  5. Perform other duties as assigned by the Executive Committee and the President.

13. Board Member: WHSAA Commissioner (Non-Voting)

- a. The Commissioner and Associate Commissioners dues are paid annually by the WCA.

### **ARTICLE III – AMENDMENTS**

1. Any proposed amendment to this Constitution shall be submitted in writing to the Executive Committee two weeks prior to any regular or called meeting of the Board of Directors.
2. The proposed amendment, together with the opinion of the Executive Board shall be read at the next Board of Directors meeting of the Association. A majority of the Association's Executive Committee present shall be necessary for the adoption of the any amendment or revision.
3. Any amendment will consequently be ratified by 2/3 of the Association's Board of Directors. The vote shall be by ballot.
4. The Association's handbook shall be under review in 2007, 2009 etc. and printed/distributed in the fall of those years. The handbook shall also be placed on line at [www.wcaonline.net](http://www.wcaonline.net).

### **ORGANIZATIONS RELATED TO COACHING**

#### **Wyoming Coaches' Association (WCA)**

The Association is an organization that informally began in the early 1940's and was officially organized in 1965. This is the organization that represents and honors all member coaches and athletes in Wyoming. Members come from all ranks, including the junior high/middle school, high school and college levels. We select All State athletes, All Star teams, and nominate and elect Coach of the Year winners. We conduct a coaches' clinic and All Star week during the last part of July each year.

### **Wyoming Coaches Association's Hall Of Fame**

The Hall of Fame was started by members of the WCA in 1984. It is governed by a Board of Directors. The Hall of Fame Board has guidelines which cover selection to the Hall of Fame and these guidelines are included in this handbook. The WCA Hall of Fame plaques are currently displayed in the Trophy Room in the Memorial Field House at the University of Wyoming.

### **Wyoming Interscholastic Athletic Administrators Association (WIAAA)**

This is the state organization for athletic directors and/or activities coordinators and is also affiliated with the National Federation of State High School Associations (NFHS).

### **Wyoming High School Activities Association (WHSAA)**

This is the governing body for high school activities in Wyoming. The general purpose of this organization is to supervise and conduct approved activities of the WHSAA. The Association Sport Representatives work closely with the WHSAA regarding proposed changes to their respective sports.

### **National Organizations**

The following associations are national coaching organizations of which the WCA is affiliated.

1. **National High School Athletic Coaches Association (NHSACA)**  
[www.hscoaches.org](http://www.hscoaches.org)
2. **National Federation Coaches Association (NFCA)**  
[www.nfhs.org](http://www.nfhs.org)
3. **National Organization of Coaches Associations' Directors (NOCAD)**  
[www.nocad.org](http://www.nocad.org)

## **WYOMING COACHES' ASSOCIATION AWARDS**

### **WYOMING COACHES ASSOCIATION COMMUNITY SERVICE AWARD**

Any active member of the WCA may nominate a deserving person from their community who has been an avid supporter of students/athletes. The individual may have volunteered time as a coach, been instrumental in promoting athletics in the school or community setting, provided scholarship aid to students/athletes, contributed to the improvement of facilities, and exemplifies sportsmanship in his/her interaction with Wyoming students/athletes. This nomination needs to be sent to the Association's Executive Director by March 1 of each year and will be awarded at the Hall of Fame Banquet each summer. This nomination will consist of a one page summary of the nominees' qualifications.

## **COACHING AWARDS**

### **COACH OF THE YEAR AWARDS**

Head coaches in the following areas are given the opportunity to win Coach of the Year Awards:

Football	1A 6-Man, 1A, 2A, 3A, 4A
Volleyball	1A, 2A, 3A, 4A
Girls Swimming	3A, 4A
Boys Swimming	3A, 4A
Girls Cross Country	2A, 3A, 4A
Boys Cross Country	2A, 3A, 4A

Girls Golf	2A, 3A, 4A
Boys Golf	2A, 3A, 4A
Girls Basketball	1A, 2A, 3A, 4A
Boys Basketball	1A, 2A, 3A, 4A
Wrestling	2A, 3A, 4A
Girls Outdoor Track & Field	1A, 2A, 3A, 4A
Boys Outdoor Track & Field	1A, 2A, 3A, 4A
Girls Indoor Track & Field	All Class
Boys Indoor Track & Field	All Class
Girls Tennis	All Class
Boys Tennis	All Class
Boys Soccer	3A, 4A
Girls Soccer	3A, 4A
Special Sports	All Class (Gymnastics, Nordic & Alpine Skiing)
Jinx Tucker Junior High/Middle School (2) - (Selected on the spring ballot.)	

One assistant coach from the following areas is eligible to be nominated and selected as the recipient of the annual Assistant Coach of the Year: Football, Volleyball, Tennis, Cross County, Swimming, Girls Basketball, Boys Basketball, Wrestling, Golf, Outdoor Track & Field (2), Indoor Track & Field, Special Sports, and Soccer.

Members of the Association are eligible to nominate, vote and be Coach of the Year. The first time that a coach wins a Coach of the Year award, he/she is entitled to a ring and from then on will receive a plaque. He/she may receive a ring for each sport coached. If he/she coaches a boys team and a girls team, he/she may receive a ring for each sport. He/she will receive a plaque if a Coach of the Year ring has been given in one classification and then the coach has moved to a different classification. Coaches may upgrade their rings and/or plaques by paying the necessary charge. State championship and state runner-up winners are automatically nominated for this award providing they are active members. Coach of the Year winners are expected to attend the Hall of Fame Banquet to receive their award.

#### **NATIONAL COACH OF THE YEAR AWARDS**

The Board of Directors nominates Association coaches for National High School Coaches Association Coach of the Year honors.

#### **COACHING SERVICE AWARDS (20, 30, 40 AND 50 YEAR)**

Members of the Wyoming Coaches' Association who meet the service award criteria shall receive a plaque/award from the Association. All award winners are expected to attend the Hall of Fame Banquet.

#### **BILL FARTHING DISTINGUISHED SERVICE AWARD**

This is the highest service award given by the Association. In 1987 the Executive Committee of the Wyoming Coaches' Association created this award in honor of Bill Farthing, who served as the National President of the NHSACA in 1972-73. This award is based on dedication and meritorious service and is the most prestigious honor given by the association. The recipient of this award is selected by a Hall of Fame Board of Directors and is presented at the annual Hall of Fame Banquet.

## STUDENT AWARDS

### NANCY NAKARARA PROFILES IN COURAGE AWARD

This award was first presented at the 1999 State Track Meet. The purpose of this award is to recognize young athletes who have had to overcome adversity in order to fulfill their athletic dreams (i.e. disability, illness, tragedy). The selection process lies with each Association coach who recognizes a deserving athlete. Certificates are available from the Association President upon request.

### ACADEMIC AWARDS

Association Academic Awards are given to any student-athlete, grades 9 -12, who successfully completes the competitive season while achieving a 3.5 grade point average during the grading period of that season. Certificates may be obtained from the Association President upon request.

### SCHOLARSHIPS

The Association will present scholarships to graduating seniors based on the amount contributed for them. This figure will be divided evenly between the winners of the scholarship on an equal basis and will be paid on a one-time basis. The students' parent(s) must be a current member of the Association, and the student-athletes must have been a member of an athletic team during grades 9-12. This team must be sanctioned by the WHSAA. The application form can be found at [www.wcaonline.net](http://www.wcaonline.net). The deadline for submitting the applications to the Association Executive Secretary is May 1st of each year.

## ALL STATE AWARDS

All State awards are given in each sport by the Association according to the following criteria. **Only Association member coaches are able to participate in the selection process.**

### VOLLEYBALL AND BASKETBALL

The sports representatives for volleyball and basketball will designate a coach to represent each class in the selection process. Each class representative should have a list of the current Association members and will be responsible for making, sending and counting the ballots. Nominees come from All Conference selections. Each class representative will send the All State certificates to each athlete's coach. The sports representatives will send their list to the two major media outlets, the Casper Star-Tribune and the Associated Press. Twelve athletes will be selected in volleyball and in basketball for Wyoming Coaches' Association All State honors. All ties must be broken.

### FOOTBALL

- 1A-6 Man athletes are nominated by their coaches or an opponent's coach for the 1A-6 Man All State team. As many as sixteen (16) players could be selected. Players will not be put in position so that the Association 1A-6 Man coaches can ensure the most deserving players are rewarded.
- 1A Athletes are nominated by their coaches or an opponent's coach for the 1A All State team. As many as forty (40) players could be selected. Players will not be put in position so that the Association 1A coaches can ensure the most deserving players are rewarded.
- 2A Athletes are nominated by their coaches or an opponent's coach for the 2A all state team. As many as forty (40) players could be selected. Players will not be put in position so that the Association 2A coaches can ensure the most deserving players are rewarded.
- 3A Athletes are nominated by their coaches or an opponent's coach for the 3A all state team. As many as forty (40) players could be selected. The 3A All State team will consist of the 40 best athletes, regardless of position.

- 4A Athletes are nominated by their coaches or an opponent's coach for the 4A all state team. The Association 4A All-State team will consist of forty-five (45) athletes. On defense 3 ends, 5 down lineman, 5 linebackers, 5 defensive backs, 2 kick return specialists, and 2 kicking specialists will be selected. On offense 2 tight ends, 4 wide receivers, 6 offensive linemen, 2 quarterbacks, 5 running backs, and 2 punters will be selected. In addition, 2 at-large athletes will be selected.

### **GOLF AND CROSS COUNTRY**

The top ten finishers in each class at the State Golf Tournament and the State Cross Country Meet are selected All State.

### **TENNIS**

The All State tennis team is based on the athletes' finish at the State Tennis Match. The team will consist of the athletes who finish first, second, third, and fourth place in Singles Bracket #1, first, second, and third place in Singles Bracket #2 and Doubles Bracket #1, first and second place in Doubles Bracket #2 and Doubles Bracket #3.

### **SWIMMING & DIVING, WRESTLING, INDOOR TRACK & FIELD, OUTDOOR TRACK & FIELD**

In these sports the All State honor is given to the top two finishers in each event and the winning relay teams in each class at the state meets.

### **ALPINE & NORDIC SKIING**

All State athletes for boys and girls are determined on the basis of the season's race point totals. This format is based on the International World Cup and recognizes the season's top ten boys and top ten girls.

### **GYMNASTICS**

The All State gymnastics team will consist of the top finisher in each of the following events: Uneven Bars, Balance Beam, Vault, Floor Exercise and All Around.

### **SOCCER**

First team All Conference athletes are the only athletes nominated for All State. Association member coaches vote for 3 goal keepers, 8 defenders, 8 midfielders and 6 forwards. Coaches may not vote for their own players. Top-vote recipients are first team All State.

## **ALL STAR TEAMS**

The Wyoming Coaches Association is pleased to sponsor the Wyoming All Star games. The All Star competition is intended to recognize and honor outstanding graduating athletes who, throughout their high school athletic careers, have demonstrated exceptional sportsmanlike attitudes as well as have quality character, integrity, and display good citizenship.

**THE STUDENT/ATHLETE SELECTION IS BY INVITATION AND AT THE COMPLETE DISCRETION OF THE WYOMING COACHES ASSOCIATION EXECUTIVE BOARD AND THE ALL STAR SELECTION COMMITTEE. THE INVITATION TO PARTICIPATE MAY BE REVOKED AT ANY TIME.**

### **A. Guidelines for Nomination of an All Star Athlete**

The following guidelines are intended for coaches involved in nominating and selecting athletes from their respective programs for participation in the Wyoming Coaches Association All Star games. The nominating

coach and his/her athletic director will assume complete responsibility for disclosing any and all information pertinent to the nomination of an athlete.

1. Players must be seniors and be on track for graduation from high school at the end of the current academic school year.
2. Players must meet the residence requirements of the WHSAA.
3. The use or possession of tobacco, alcohol, drugs, or controlled substances are forbidden. Any player using or possessing any of these items at any time from the beginning of the first allowable practice for fall sports of the player's senior year (as set by the WHSAA) until the completion of the All Star games, will not be considered for selection and will not be allowed to participate.
4. Any player who has been suspended from high school or from an athletic team by his/her respective high school will not be considered for participation on an All Star team.
5. Any action/behavior by a player which the Wyoming Coaches Association Executive Board or All Star Selection Committee deems as inappropriate representation of an All Star player will prohibit said player from being selected for an All Star team.

#### **B. Guidelines for Selection of All Star Athletes**

The following guidelines shall be followed by the sport representatives for volleyball, basketball and golf when selecting All Star participants:

1. Representatives from the North will select the North team. Representatives from the South will select the South team.
2. The selection meetings for volleyball, basketball and golf will take place at their respective culminating events.
3. Each representative shall be responsible for getting the nominations from their respective conference and class. If a representative cannot attend the selection meeting a replacement from the conference may be sent to replace him/her.
4. The selection process must include one player from each class. The remainder of the players will be picked as at-large berths.
5. Alternates must be selected and prioritized for each class.
6. The sports representatives will send written congratulations and notifications to selected players and their coaches. The final player list with addresses, phone numbers, and email addresses will be sent to the All Star Director.
7. The selection committee has the responsibility to consider all nominations sent to them by each classification representative. All information disclosed shall be held in strict confidence.
8. Individual coaches may attend the selection meeting to discuss the nominees, but they may not be present when the voting takes place.
9. In the event schools change classification or conference because of realignment by the WHSAA, the schools will remain in their assigned division, as outlined below.

#### **ALL STAR TEAM GEOGRAPHIC PLACEMENT**

##### **NORTH SCHOOLS/TEAMS**

The following schools will consist of the North Division for the Associations' All Star games: Cody, Gillette, Kelly Walsh, Natrona, Riverton, Sheridan, Buffalo, Glenrock, Jackson, Lander, Newcastle, Powell, Thermopolis, Worland, Greybull, Hulett, Lovell, Moorcroft, Riverside, Rocky Mountain, Shoshoni, Sundance, Tongue River, Upton, Wind River, Wright, Arvada-Clearmont, Big Horn, Burlington, Dubois, Kaycee, Meeteetse, Midwest, Normative Services, St. Stephens and Ten Sleep.

## **SOUTH SCHOOLS/TEAMS**

The following schools will consist of the South Division for the Associations' All Star games: Central, East, Evanston, Green River, Laramie, Rock Springs, Douglas, Kemmerer, Lyman, Mountain View, Rawlins, Star Valley, Torrington, Wheatland, Big Piney, Burns, Lingle, Lusk, Pine Bluffs, Pinedale, Saratoga, Wyoming Indian, Albin, Chugwater, Cokeville, Encampment, Farson-Eden, Glendo, Guernsey, Hanna-Elk Mountain, Snake River, Rock River and Southeast.

### **C. Guidelines for DISMISSAL of All Star Athletes from an All Star Team**

The Wyoming Coaches Association Executive Board and All Star Directors will be responsible for maintaining the overall integrity of the All Star event by holding All Star players accountable for the display of high-level athletic performances, individual character, integrity, and sportsmanship. Dismissal (by the Wyoming Coaches Association Executive Board and All Star Directors) of an All Star athlete from an All Star team will be based on the following guidelines:

1. The failure of an athlete to meet any deadlines set forth for receipt of required forms and deposits.
2. The failure of an athlete to follow terms set forth in the All Star Team Acceptance/Agreement forms.
3. The failure of an athlete to meet requirements set forth in the Guidelines for Nomination of an All Star Athlete and the All Star Team Code of Conduct.
4. The Head Coach may withdraw his recommendation of an athlete from participation in the All Star event for any reason he/she deems valid. Said withdrawal shall be subject to the approval of the athletic director and/or principal of the respective high school.
5. Athletes will be expected to follow the Code of Conduct and All Star Guidelines set by the All Star Directors and Committee.

### **OFFICIALS**

The head volleyball and basketball coaches who are members of the Association may nominate and vote for the officials who participate in the All Star games.

### **COACHES**

The criteria for All Star head coaches is that they must be a member of the Association and may not have coached as an All Star head coach for the past five years. Head coaches select their own assistant coach. The assistant must be from a different class and be a member of the Association. The assistant may not have coached as an All Star assistant coach for the past three years. In basketball and volleyball each member may nominate a candidate for the All Star head coach. The Sports Representative will compile a ballot of the nominated candidates and send it to each of their members to vote.

# WYOMING COACHES ASSOCIATION HALL OF FAME

## FOURTH EDITION MARCH 2009

The deadline for application is the first Sunday in March.  
Applications can be sent to any of the Hall of Fame Board Members.  
Applications must be typed.

### HIGH SCHOOL DIVISION

A candidate must accumulate at least three hundred and fifty (350) points from the criteria listed below to be admitted into the Hall of Fame. Two hundred (200) must be in years of service. One hundred (100) must be in success and fifty (50) must be honors and professional service. Eighty percent of an individual's points in each category must be earned in Wyoming service.

### SERVICE (200 POINTS)

1. Head Coach - Ten (10) points per year. (Head Coach experience must be at the high school level).
2. Assistant Coaching & Trainer - Five (5) points per year. (Assistant Coaching/Training must be at the high school level (9-12) or above).
3. Athletic Director - Five (5) points per year at the high school level only.
4. Assistant Athletic Director - Two and one-half (2-1/2) points per year.
5. Junior High/Middle School Coach - Five (5) points per year, with a maximum total accumulation of five (5) years or twenty-five (25) points. These years must be served in Wyoming.

**NOTE:** A person cannot accumulate more than ten (10) points in any one school year for service. A person that is not a head coach in any sport can accumulate only five (5) points per year.

### SUCCESS (100 Points)

(Only high school varsity teams' records are counted and only the highest achievements may be counted.)

1. State Championships - Twenty (20) points each team championship.
2. State Runner-Up - Fifteen (15) points each team runner-up.
3. Regional Championship - Ten (10) points for each team championship
4. Conference or District Championship - Five (5) points for each team championship.
5. Bonus - An undefeated year merits five (5) additional points.
6. Point Award - Only the highest level of team achievement will be counted each year.
7. Co-Champions - Each will receive the maximum points allowed at achievement level where the tie existed.

Note: Assistant coaches will be granted one-half of all the points allotted their head coach for success.

### PROFESSIONAL HONORS AND SERVICE (50 Points)

1. Office in the Wyoming Coaches' Association - Five (5) points each year (President, President Elect, Past President, Secretary, Treasurer, Executive Secretary).
2. Office in the NHSACA - Ten (10) points each year (Member of the Board of Directors, President, First Vice President, Second Vice President, Third Vice President, Past President, National Sport Representative, District Director).
3. Serve on a national committee or as District Vice Chairman for NHSACA - Five (5) points.
4. Serve as a member on the Board of Directors for the WCA - Maximum of two (2) points each year.
5. Office in the Wyoming Interscholastic Athletic Administrators Association (President, First Vice President, Second Vice President, Secretary/Treasurer) - Five (5) points each year. Liason to the WCA Board of Directors will be two (2) points for each year.
6. Wyoming Coaches' Association Sport Coach of the Year - Fifteen (15) points.
7. Wyoming Coaches' Association Assistant Coach of the year - Fifteen (15) points.
8. Regional NHSACA Sport Coach/Athletic Director of the Year - Twenty (20) points.

9. National NHSACA Sport Coach/Athletic Director of the Year - Twenty five (25) points. Only the highest level of coaching achievement will be counted each year from the National Coach of the Year program.
10. WIAAA Athletic Director of the Year - Fifteen (15) points.
11. Section 8 NIAAA Athletic Director of the Year - Twenty (20) points.
12. Serve as head coach for any WHSAA approved All Star game - Ten (10) points.
13. Serve as assistant/associate coach for any WHSAA approved All Star game – Five (5) points.
14. Any approved coaching assignments or honors other than those mentioned above **may** be considered by the Board of Directors for point value upon appeal by the applicant.
15. The Board of Directors may at their discretion induct a person into the Hall of Fame without that person obtaining the necessary points, due to unusual circumstances.
16. The Board of Directors may at their discretion refuse to induct a person into the Hall of Fame even with that person obtaining the necessary points, due to unusual circumstances.
17. Individual services provided for the WHSAA will not count toward service points total (i.e. setting up tournaments, courses, or meets for the WHSAA).

**NOTE:** A person cannot accumulate more than twenty-five (25) points in any one school year in professional honors and service.

### **COLLEGE DIVISION**

A candidate must accumulate at least three hundred and fifty (350) points from the criteria listed below to be admitted to the Hall of Fame. Two hundred (200) must be in years of service. One hundred (100) must be in success and fifty (50) must be honors and professional service. Eighty of an individual's points in each category must be earned in Wyoming.

#### **SERVICE (200 Points):**

1. Head Coach - Ten (10) points per year for any NCAA or NJCAA recognized sport.
2. Assistant Coaching/Training - Five (5) points per year for any NCAA or NJCAA recognized sport.
3. Athletic Director - Five (5) points per year.
4. Assistant Athletic Director - Two and one-half (2-1/2) points per year.

**NOTE:** A person cannot accumulate more than ten (10) points in any one school year for service. A person who is not a head coach in any sport can accumulate only five (5) points per year.

#### **SUCCESS (100 Points)**

1. National team championship recognized by NCAA or NJCAA - Thirty (30) points.
  2. Team place in the top four (4) at NCAA or NJCAA tournament/playoffs - Twenty-five (25) points.
  3. Regional team championship/top sixteen (16) teams recognized by NCAA or NJCAA - Twenty (20) points.
  4. Conference team championship recognized by the NCAA or NJCAA - Fifteen (15) points.
  5. Bonus - An undefeated year would merit five (5) additional points.
  6. Point Award - Only the highest level of team achievement will be counted each year.
  7. Co-Champions - Each will receive the maximum points allowed at achievement level where the tie existed.
- Note: Football will be awarded similar points with a similar finish on the UP Poll/AP Poll. A Bowl invitation would receive ten (10) additional points. Assistant coaches will be granted one-half (1/2) of all the points allotted their head coach for success.

#### **PROFESSIONAL HONORS AND SERVICE (50 Points)**

1. Office in the regional structure of your sport - Five (5) points.
2. Office in the national structure of your sport - Ten (10) points.
3. Serve on a national committee in your sport - Maximum of two (2) points per year.
4. Conference Coach of the Year in your sport - Ten (10) points.
5. Regional Coach of the Year in your sport - Fifteen (15) points.

6. National Coach of the Year in your sport - Twenty-Five (25) points. Note: Points will be awarded to coaches only when recognized by the body governing their sport.
7. Serve as head coach for any group of All Stars that are recognized by the NCAA or NJCAA - Ten (10) points.
8. Serve as an assistant coach for any group of All Stars that are recognized by the NCAA or NJCAA - Five (5) points.
9. Any coaching assignments or honors other than those mentioned above **may** be considered by the Board of Directors for point value upon appeal by the applicant.
10. The Board of Directors may at their discretion induct a person into the Hall of Fame without that person obtaining the necessary points, due to unusual circumstances.
11. The Board of Directors may at their discretion refuse to induct a person into the Hall of Fame even with that person obtaining the necessary points, due to unusual circumstances.

**NOTE:** A person cannot accumulate more than twenty-five (25) points in any one school year in professional honors and service.



