

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.

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The University of Wyoming /Wyoming Coaches' Association ticket policy is found on the WCA website at www.wcaonline.net.

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

The WCA respects the privacy of its membership. The WCA reserves the right to release information regarding its membership to select entities.

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 s/he 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 of the influence s/he has in the education of the student/athlete and shall never place the value of winning above the value of instilling the ideals of good 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 acquainted with the contest rules and is responsible for their interpretation to team members. The spirit or letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators and shall work closely with spirit groups and event administrators.
7. The coach shall respect and support contest officials. The coach shall exhibit conduct that sets an example for players and spectators.
8. The coaches should meet and exchange greetings before and after contests 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. Coaches shall scout opponents by ethical means adopted by the league and/or state high school athletic association.

BENEFITS OF WYOMING COACHES' ASSOCIATION (WCA) ACTIVE AND LIFETIME MEMBERS

ACTIVE WCA MEMBERS;

1. 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).
2. Are eligible for University of Wyoming/Wyoming Coaches' Association complimentary Football and Basketball tickets. See www.wcaonline.net for details.
3. Are eligible;
 - a. to submit a nomination for the WCA's Community Service Award.
 - b. to be nominated and selected for the annual WCA's Head Coach of the Year, Assistant Coach of the Year, Junior High/Middle School Coach of the Year, Regional and National Coaching awards.
 - c. to be selected to receive All Star head coach, assistant coach, or associate coach.
 - d. to nominate his/her athletes for the WCA's Academic Awards.
 - e. to serve on the WCA's Board of Directors
 - f. to receive 20, 30, 40, and 50 year Service Awards
 - g. be nominated and selected to the WCA's Hall of Fame.
 - h. to nominate his/her athletes for the Nancy Nakahara Profiles in Courage Award.
 - i. to vote for nominees for the various WCA Coach of the Year awards.
 - j. to nominate and vote for the various class specific All State awards.
 - k. to serve on the selection committee for the All Star teams.
 - l. to purchase special coaches passes (color changes annually) to culminating WHSAA sporting events.
 - m. for the WCA's Son & Daughter Scholarships.
4. Will have access on-line to newsletters, WCA news, Coach of the Year ballots, scholarship application forms, etc. at www.wcaonline.net.

LIFETIME MEMBERS:

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

WYOMING COACHES' ASSOCIATION CONSTITUTION

ARTICLE I - NAME

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

ARTICLE II-MISSION

The mission of the Wyoming Coaches' Association is to be dedicated to serving high school coaches and athletic directors throughout Wyoming. It is our mission to promote high school athletics, provide professional services to our member coaches and provide opportunities for young coaches entering this profession.

ARTICLE III – PURPOSE

1. The purpose of the WCA shall be:
 - a. To maintain the highest standards in athletics and the coaching profession and to work together for the improvement of all Wyoming interscholastic athletes.
2. The WCA 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 WCA.
 - d. Provide benefits and recognition for coaches and student/athletes.
3. The WCA shall be a voluntary and a not-for-profit organization.

ARTICLE IV-SPORTS

1. WCA represents those sports currently recognized by the WHSAA.

ARTICLE IV– MEMBERSHIP

1. The two classes of memberships in the WCA 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 WCA members.
 1. The cost of a lifetime membership is \$75.00.
 2. Lifetime members shall receive the WCA's Lifetime Membership Card and all the benefits and privileges of that card. See 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. The WCA membership year begins each August 1st continuing through the following July 31st. If registering after August 1st, the WCA membership begins from the date upon which a member makes good faith effort payment and continues through the following July 31st. Members also agree to accept the WCA Constitution, and its By Laws.
3. A member may be expelled from the WCA by a majority vote of the Executive Committee of the WCA'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 WCA shall be allowed one vote and the action the majority of the WCA members present shall be final.

ARTICLE V - EXECUTIVE COMMITTEE

1. The WCA 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 WCA.

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 at the summer clinic.
5. The Executive Committee shall approve all appointments to the Board of Directors.

ARTICLE VI - BOARD OF DIRECTORS

1. The administrative authority shall be vested in the WCA Executive Committee of the Board of Directors.
 - a. The WCA Board of Directors shall include:
 1. Executive Committee
 2. Sports Representatives (13)
 3. Assistant Coach Representatives North and South (2)
 4. Junior High-Middle School Representatives North and South (2)
 5. Web-Page Administrator (1)
 6. At Large Representatives North and South (2)
 7. Athletic Administrators Representative (1)
 8. All Star Coordinators (2)
 9. President of the Hall of Fame Board of Directors or designee (1)
 10. Commissioner of the Wyoming High School Activities Association (ex-officio, non-voting member) (1)
 11. National High School Athletic Coaches Association National Board Representative (1)
 12. 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 VII - TERM OF OFFICERS

1. The term of the WCA President, President Elect, Secretary and Immediate Past-President is two years and is at the discretion of the Association's Executive Committee.
2. The Executive Secretary's term shall be five years beginning August 1st and continuing through July 31st. The Executive Secretary-Elect shall be chosen in the last year of the term and will work in assistance with the Executive Secretary.
3. The Executive Director's term shall be five years beginning August 1st and continuing through July 31st. The Executive Director-Elect shall be chosen in the last year of the term and will work in assistance with the Executive Director.
4. The term of each sport representative shall be a three-year term under a WCA plan whereby approximately one-third of the chair positions will be open each year on a rotating basis. Terms shall begin August 1st and continue through July 31st of the said term. Each sports chair may serve up to two consecutive terms.
 - a. The summer of 2010, 13 etc. sports representatives shall be appointed for Boys Basketball, Football, Special Sports, Swimming, Tennis and At-Large South.
 - b. The summer of 2011, 14, etc. sports representatives shall be appointed for Girls Basketball, Golf, Boys Track, Cross Country, At-Large North, Junior High North, and Assistant Coach South.
 - c. The summer of 2012, 15, etc. sports representatives shall be appointed for Volleyball, Wrestling, Girls Track, Soccer, Junior High South and Assistant Coach North.
 - d. The Athletic Administrator's position on the WCA Board of Directors is a two-year term. S/he is the immediate past president of the Wyoming Interscholastic Athletic Administrators Association.
5. The term of Secretary, the All Star Coordinators, and any special needs Representative shall be at the discretion of the President.

ARTICLE VIII – OFFICERS

1. The WCA President Elect shall be selected by a committee created by the President.
2. A President and a President Elect shall be elected by members at the WCA'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 members present shall be elected.
3. The order of succession to the Presidency shall be:
 - a. President Elect
 - b. Sports Representative appointed by remaining Executive Committee/Board of Directors

ARTICLE IX – MEETINGS

1. The general membership shall meet as a body at the WCA 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 X – COMMITTEES

1. The President shall have the power to appoint any necessary committees and shall serve as an ex-officio member of all committees.
2. The President shall have the power to fill all committee vacancies that occur during his/her term of office.

ARTICLE XI – AMENDMENTS

1. Any proposed amendment to this Constitution shall be submitted in writing to the Executive Committee 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 Board of Directors meeting of the WCA.
 - a. A two-thirds majority of the WCA Board of Directors members present shall be necessary for the adoption of the amendment.
3. Any amendment will be ratified by a majority of the general membership present at the WCA Annual Clinic. The vote shall be by ballot.

ARTICLE XII – NECESSARY AND PROPER

1. The WCA 's Executive Committee and the Board of Directors shall make all decisions 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 WCA.

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 1st. Membership will begin when payment is submitted and will run through July 31st of the succeeding year. See the registration form at 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 of the WCA Constitution, to have general power and supervision of the WCA and shall execute on behalf of the WCA 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. In conjunction with the Past President, appoint members to fill vacancies of Sport Representatives, Secretary, At-Large Representatives, All Star Representatives, JH/MS, Assistant, and Special Needs Representatives.
 4. Appoint committees.
 5. Contact all Coach of the Year winners.
 6. Assist the Executive Secretary and Executive Director with corporate sponsors and maintain a list of potential sponsors.
 7. Maintain a calendar checklist to be passed to the President Elect.
 8. Contact the Executive Secretary on all financial matters.
 9. May be called upon to represent the WCA.
 10. 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. Chair the scholarship committee.
 6. Prepare the hospitality room at the annual clinic
 7. Proof read all awards presented at the Hall of Fame Banquet.
 8. 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. Prepare Clinic Brochure
 5. 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. Serve as advisor to the President Elect.
 4. 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 financial accounts and develop financial reports as needed.
4. Prepare income statements and balance sheet for the fiscal cycle and for the WCA's annual clinic Board 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 WCA membership lists to sport representatives for All Star meetings.
9. Attend board meetings of the Wyoming Coaches' Association.
10. Assist the President and Executive Director with corporate sponsors and maintain a list of potential sponsors.
11. Attend national meetings and the national convention as needed.
12. Help establish and maintain the University of Wyoming/Wyoming Coaches' Association Football and Basketball ticket request policies.
13. Develop the Coaching Service, Coach of the Year, and other award winners lists.
14. Serve on the Wyoming Coaches' Association Hall of Fame Board in an ex-officio position.
15. Prepare the Hall of Fame Banquet program.
16. Help maintain the Wyoming Coaches' Association Hall of Fame Board of Directors By-Laws and Constitution.
17. 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. Assist the President and Executive Director with corporate sponsors and maintain a list of potential sponsors.
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 Players, Coaches and All State teams if applicable.
 3. Recruit Association members from their respective sport/sports.
 4. Send All State athletes, state championship teams, and runners-up teams to the Executive Board in a timely manner.
 5. Provide channels of communication to and from the other Association Board of Director Sports Representatives.
 7. Represent their respective sport to the Board of Directors.
 8. Poll coaches on matters of special nature connected with that sport.
 9. Help maintain a list of Wyoming Coaches' Association membership within his/her sport.
 10. Assist President with clinic and recommend speakers.
 11. Host clinic sessions and provide hospitality as needed.
 12. Be a media liaison for all information to be released from their respective sport to include All State Award winners. Information should be released to the Wyoming High School Activities Association and the Associated Press.
 14. Disseminate All State awards to honorees.
 15. Conduct annual meetings of their respective coaches where applicable.
 16. Attend All Star Week and assist the All Star Coordinator with All Star activities where applicable.
 17. 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. Provide for plaques, uniforms and shirts for coaches and athletes when their sport holds an All Star contest.
 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 WCA's 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 WCA.
 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. Head committee for Milestone Award and JH/MS Hall of Fame
 9. Perform other duties as assigned by the Executive Committee and the President

11. 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.

12. Board Member: Assistant Coach

- a. It shall be the responsibility of the Assistant Coach Representative to:
 1. Provide assistance with the WCA's annual clinic.
 2. Assist in registration for the annual clinic.
 3. Help with nomination of National Assistant Coach of the Year.
 4. Recruit Assistant Coaches that are not members for membership.
 5. Perform other duties as assigned by the Executive Committee and President.

13. Special Needs Representatives

- a. It shall be the responsibility of the Special Needs Representatives to:
 1. Perform other duties as assigned by the Executive Committee and President.

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

- a. Informs the WCA of current sports information.

ARTICLE III – AMENDMENTS

1. Any proposed amendment to this Constitution shall be submitted in writing to the Executive Committee 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 Board of Directors meeting of the WCA;
 - a. A majority of the WCA's Executive Committee present shall be necessary for the adoption of the any amendment or revision.
3. Any amendment will be ratified by 2/3 of the Association's Board of Directors.
4. The WCA's Constitution and By Laws shall be under review in 2011, 2013 etc. and printed/distributed in the fall of those years. The handbook shall also be placed on line at www.wcaonline.net.

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 WCA'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.

WCA COACHING AWARDS

WCA COACH OF THE YEAR AWARDS

Head coaches, as listed in the WHSAA Directory, 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 (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 (2),
Volleyball,
Tennis,
Cross County,
Swimming,
Girls Basketball,
Boys Basketball,
Wrestling, Golf,
Outdoor Track & Field (2),
Indoor Track & Field,
Special Sports,
Soccer.

Members of the WCA are eligible to nominate, vote, and be Coach of the Year. The first time that a coach wins a Coach of the Year award, s/he is entitled to a ring and from then on will receive a plaque. S/he may receive a ring for each sport coached. If s/he coaches a boys' team and a girls' team, S/he may receive a ring for each sport. S/he 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 WCA coaches for National High School Coaches Association Coach of the Year honors.

WCA COACHING SERVICE AWARDS (20, 30, 40, 50 year, etc.)

Members of the Wyoming Coaches' Association who have been actively engaged in coaching interscholastic sports and meet the service award criteria may be eligible to receive a plaque/award from the WCA. All award winners are expected to attend the Hall of Fame Banquet. It will be the responsibility of the member to contact the WCA regarding their eligibility and may be asked to provide evidence of service.

WCA 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 National High School Athletic Coaches Association (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 WCA Hall of Fame Committee and is presented at the annual Hall of Fame Banquet.

WCA JH/MS MILESTONE AWARD

Active, inactive and retired JH/MS coaches are eligible. Candidates must be current members of the WCA and have maintained continual membership in the WCA for the previous five years. This award is intended for those individuals who have chosen to coach most of, or their entire career, at the JH/MS level.

WCA JH/MS HALL OF FAME AWARD

In order to recognize the critical role the JH/MS coaches play, members who meet the criteria are eligible to apply. Applications must be received by JH/MS sports representatives no later than the first Sunday in March each year.

WCA STUDENT AWARDS

WCA NANCY NAKAHARA PROFILES IN COURAGE AWARD

This award will be presented at the Wyoming 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 (e.g., disability, illness, tragedy). The nomination process occurs through any WCA member who recognizes a deserving athlete. Certificates are available from the WCA President upon request.

WCA ACADEMIC AWARDS

WCA 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 WCA President upon request.

WCA SCHOLARSHIPS

The WCA may offer Daughter/Son scholarships to graduating seniors. The students' parent(s) must be a member of the WCA for five (5) consecutive years prior to the student-athletes graduation (This new policy will be phased in as follows; for 2012 graduates, a students' parent(s) must have been a WCA member for a minimum of two (2) consecutive years, for 2013 graduates; a students' parent must have been a WCA member for a minimum of three (3) consecutive years, for 2014 graduates; a students' parent must have been a WCA member for a minimum of four (4) consecutive years, for 2015 graduates and beyond; a students' parent must have been a WCA member for a

minimum of five (5) consecutive years.). The application form can be found at www.wcaonline.net. The deadline for submitting the applications to the WCA Executive Secretary is May 1st of each year.

WCA ALL STATE AWARDS

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

VOLLEYBALL (16) AND BASKETBALL (12)

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 WCA 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. The 1A-6Man All State Team will consist of the 16 best athletes, regardless of position.
- 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. The 1A All State Team will consist of the 40 best athletes, regardless of position.
- 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. The 2A All State Team will consist of the 40 best athletes, regardless of position.
- 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 (10)

The top ten finishers (including ties for 10th) in each class at the State Golf Tournament and the State Cross Country Meet are selected All State.

TENNIS (21)

The All State tennis team is based on the athletes' finish at the State Tennis Match. The team will consists 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 (10) & NORDIC SKIING (10)

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.

SOCCER (25) First team All-Conference athletes are the only athletes nominated for All State. WCA 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.

WCA ALL-STAR TEAMS

The WCA is pleased to sponsor the Wyoming All-Star games. 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 WCA All-Star Athletes

The following guidelines shall be followed by the sport representatives for volleyball, basketball and golf when selecting WCA 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.

WCA ALL-STAR TEAM REGIONS

WCA 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.

WCA SOUTH SCHOOLS/TEAMS

The following schools will consist of the South Division for the Associations' All-Star games: Central, East, South, 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, Chugwater, Cokeville, Encampment, Farson-Eden, Glendo, Guernsey, Hanna-Elk Mountain, Snake River, Rock River and Southeast.

C. Guidelines for DISMISSAL of WCA 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 s/he 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.

CRITERIA FOR WCA ALL-STAR COACHES.

All-Star Head /Assistant Coaches :

1. Must be a member of the WCA;
2. May not have been an All-Star head/assistant coach during the past five years;

SELECTION OF WCA ALL-STAR COACHES.

1. Any WCA member may nominate a candidate for the WCA All-Star head coach. The WCA volleyball and WCA basketball Sports Representative shall compile a ballot of the nominated candidates and submit it to their respective members for a vote.
2. **The WCA All-Star Head Coach** may select their own Assistant Coach (who must be from a different class, must be a member of the WCA, and has not been an All-Star Assistant coach for the past three years).
3. **The WCA All-Star Head Coach has the option of selecting one of his high school assistants to serve as an Associate WCA All-Star Coach.**
4. The head volleyball and basketball WCA All-Star coaches may nominate and vote for the officials who officiate the All-Star games.

ORGANIZATIONS RELATED TO COACHING

Wyoming Coaches' Association (WCA)

The WCA 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. They select All State athletes, All Star teams, nominate and elect Coach of the Year winners. They also conduct a coaches' clinic and All Star week during the last part of July each year.

Wyoming Coaches' Association's Hall Of Fame Committee

The Hall of Fame was started by members of the WCA in 1984. It is governed by a committee. The Hall of Fame Committee has guidelines which cover selection to the Hall of Fame and these guidelines are included in this handbook. The WCA Hall of Fame plaques will be displayed in the Paul Roach 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 WCA's Sport Representatives work closely with the WHSAA regarding proposed changes to their respective sports.

Specific Sport Associations (Basketball, Football, Track & Field, & Volleyball)

These separate associations represent their members. The WCA accounts for these associations' dues which are to be used at each separate association's discretion by June 30th of each membership year, thereafter, these funds belong to the WCA.

National Organizations

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

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

WYOMING COACHES' ASSOCIATION

HALL OF FAME CONSTITUTION



July 2011

CONSTITUTION OF THE WYOMING COACHES' ASSOCIATION HALL OF FAME COMMITTEE

ARTICLE I – NAME

1. This organization shall be known as the “Wyoming Coaches Association Hall of Fame Committee”.
2. The “Wyoming Coaches Association Hall of Fame Committee” is an affiliate member of the Wyoming Coaches Association.

ARTICLE II – PURPOSE

1. The purpose of this organization is to honor Wyoming coaches that have done an outstanding job in their respective coaching responsibilities, as well as other duties in the field of athletics and have distinguished themselves, their school(s), and community(s) in an exemplary manner.

ARTICLE III – MEMBERSHIP

1. The membership of this association shall belong to the Wyoming Coaches Association or be retired from coaching.
2. The membership of this organization will be composed of retired or active coaches that have met the qualifying criteria established.

ARTICLE IV – BOARD OF DIRECTORS

1. The administrative authority shall be vested in the Wyoming Coaches' Association Hall of Fame Committee Board of Directors.
2. The Board of Directors shall have complete control and management of the affairs, funds and property of the Wyoming Coaches' Association Hall of Fame Committee.

ARTICLE V – OFFICERS

1. The officers of the Wyoming Coaches' Association Hall of Fame Committee Board of Directors shall consist of the following:
 - a. President
 - b. President-Elect
 - c. Secretary/Treasurer
2. Other board members shall consist of:
 - a. Past President
 - b. Nine additional people who are members of the Wyoming Coaches' Association Hall of Fame Committee.
 - c. The Wyoming Coaches' Association President and Executive Secretary will serve as ex-officio board members.

ARTICLE VI – TERM OF OFFICE

1. The term of the President, President-Elect, Secretary/Treasurer and Past President is two years.
2. The elected officers shall assume their duties immediately following the summer meeting.

ARTICLE VII – ELECTIONS

1. The election of officers, the selection of chairperson, organizing committees, and the filling of vacancies shall occur at the spring meeting.
2. Vacancies in any office except the Presidency shall be filled by appointment of the President until the next spring meeting. In case of a vacancy in the Presidency, the President-Elect shall become President. Another President-Elect shall then be elected at the next regular meeting.

ARTICLE VIII – MEETINGS

1. There shall be two regularly scheduled Board of Directors meetings throughout the course of the year. The first meeting will be held no later than the last Sunday of March. The final meeting will be held the day following the Hall of Fame Banquet.
2. The time and place of the meetings shall be determined by the President and announced at least one week in advance.
3. Special meetings may be called by the President as deemed necessary and/or when five Board Members request a special meeting.

ARTICLE IX – ORDER OF BUSINESS

1. The usual order of business shall be as follows using Robert's Rules of Order.
 - a. Call to order by the President.
 - b. Reading and disposal of unfinished business.
 - c. Reports of officers.
 - d. New business.
 - e. Elections (if necessary).
 - f. Adjournment.

ARTICLE X – AMENDMENTS

1. The constitution may be amended by a two-thirds majority vote of the Board of Directors.
2. A mail ballot may be used when necessary.

BY-LAWS OF THE WYOMING COACHES' ASSOCIATION HALL OF FAME COMMITTEE

ARTICLE I – GENERAL

1. Official business may be transacted only when a majority of the board members are present.
2. Replacing board members shall be the responsibility of the serving board members.
3. The Wyoming Coaches' Association Hall of Fame Committee's qualifying criteria is part of the By-Laws.

ARTICLE II – DUTIES OF OFFICERS

1. Office of the President
 - a. The President shall preside at all general meetings of the Board of Directors and shall have the power to call special meetings at a time and place of his/her choosing.
 - b. The President shall cause an agenda to be made, notifying members of the Board of Directors at least one week in advance stating the purpose of the meeting.
 - c. The President shall cause the books of the Treasurer to be audited once each year at the end of his/her regular term. If the office becomes vacant for other reasons the books shall be audited before the new appointee assumes office.
 - d. The President shall be an ex-officio member of all committees.
2. Office of the President-Elect
 - a. The President-Elect shall preside at all general meetings of the Board of Directors in the absence of the President. The President –Elect or their designee may be responsible for all communications.
 - b. The President-Elect and Secretary/Treasurer shall review the activities and minutes of their year in office and submit appropriate items for By-Laws at the regular spring meeting.
 - c. The President-Elect (or designee with computer capability) will be in charge of correspondence pertaining to:
 - i. Hall of Fame applicants, Hall of Fame inductees, Distinguished Service recipients, UW Hall of Fame/Kiosk information , awards vendor(s), and appropriate press outlets.
3. Office of the Secretary/Treasurer
 - a. The Secretary/Treasurer shall keep an accurate record of all proceedings of the organization and such records as may be necessary.
 - b. The Secretary/Treasurer shall conduct the official correspondence of the organization.
 - c. The Secretary/Treasurer shall receive and expend the funds of the organization as directed by the Board.
 - d. All checks and savings of the organization must have the signature of the Secretary/Treasurer for valid transactions.
 - e. A financial report shall be made at each regular meeting.
4. Committee Chairpersons
 - a. The Committee Chairperson shall preside at all meetings held by his/her respective group.
 - b. The Committee Chairperson shall keep or cause to be kept an accurate record of the minutes of each meeting and report those minutes to the Secretary/Treasurer within one week following the meeting.

ARTICLE III – AMENDMENTS

1. The By-Laws may be amended by a simple majority of the members present.

WYOMING COACHES' ASSOCIATION HALL OF FAME

The deadline for the application is March 1st of each year. Applications should be sent to the president elect of the Wyoming Coaches Association Hall of Fame Committee Board of Directors but can be sent to any of the Hall of Fame Board Committee Members.

Applications must be typed and all required data must be included or the applicant will need to apply again the following year.

Applications can be filled out on the Wyoming Coaches Association website (www.wcaonline.net) and then can be e-mailed to Wendy Schuler at her e-mail address of weschuler@uinta1.com or wdschuler13@hotmail.com

HIGH SCHOOL DIVISION

A candidate must be or have been a Wyoming Coaches Association member in good standings with that association and has accumulated a minimum of three hundred and fifty (350) points from the criteria to be admitted into the Hall of Fame:

- **Two hundred (200) pts.** must be in years of service,
- **one hundred (100) pts.** must be in success, and
- **fifty (50) pts.** must be honors and professional service.

Eighty percent (80%) of an individual's points in each category must be earned in Wyoming service.

SERVICE (200 POINTS)

1. Head Coach – High School Head Coach -- **Ten (10) points per year.**
2. Assistant Coaching & Trainer – High School -- **Five (5) points per year.**
3. Athletic Director – High School -- **Five (5) points per year.**
4. Assistant Athletic Director – High School -- **Two and one-half (2-1/2) points per year.**
5. Junior High/Middle School Coach/Athletic Director -- **Five (5) points per year for a maximum of five twenty-five (25) points.**

NOTE: A person cannot accumulate more than **ten (10) points** in any one school year for Wyoming Coaches Association **SERVICE**. A person who is not a head coach in any sport can accumulate only **five (5) points** per year. (Individual services/opportunities provided by the Wyoming High School Activities Association **will not** count toward service point totals {i.e. setting up tournaments, courses, or meets}).

SUCCESS (100 Points)

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. Co-Champions -- Each will receive the maximum points allowed at achievement level where the tie existed.

NOTE: Only High School Varsity Team records and only the highest achievements may be counted. Assistant Coaches will be granted one-half of all the points allotted their head coach for success.

PROFESSIONAL HONORS & SERVICE (50 Points)

Wyoming Coaches Association Honors and Service:

1. Executive Committee Office in the Wyoming Coaches' Association -- President, President Elect, Past President, Secretary, Treasurer, Executive Secretary -- **Five (5) points each year.**
2. Serve on the Board of Directors for the Wyoming Coaches Association -- **Two (2) points each year.**
3. Liaison to the Wyoming Coaches Association Board of Directors and the Wyoming Interscholastic Athletic Administrators Association-- **two (2) points for each year.**
4. Wyoming Coaches' Association Coach of the Year -- **Fifteen (15) points.**
5. Serve as head coach for any Wyoming Coaches Association approved All Star game (Wyoming Coaches Association All Stars, North-South Shrine Bowl Game, Wyoming vs. Montana All Star Basketballs, Border War X-Country Meet, etc.) -- **Ten (10) points.**
6. Serve as assistant/associate coach for any Wyoming Coaches Association approved All Star game (as listed above) --**Five (5) points.**

Wyoming Interscholastic Athletic Administrators Association Honors and Service:

1. Office in the Wyoming Interscholastic Athletic Administrators Association (President, First Vice President, Second Vice President, Secretary/Treasurer) -- **Five (5) points each year.**
2. Wyoming Interscholastic Athletic Administrators Association Athletic Director of the Year -- **Fifteen (15) points.**

National High School Athletic Coaches Association Honors and Service:

1. Regional National High School Athletic Coaches Association Sport Coach/Athletic Director of the Year -- **Twenty (20) points.**
2. National High School Athletic Coaches Association Sport Coach/Athletic Director of the Year -- **Twenty five (25) points.**
3. Office in the National High School Athletic Coaches Association ---Member of the Board of Directors , President, First Vice President, Second Vice President, Third Vice President, Past President, National Sport Representative, Region 7 Director -- **Ten (10) points each year.**
4. Regional National High School Athletic Coaches Association Sport Coach/Athletic Director of the Year -**Twenty (20) points.**
5. Serve on the National High School Athletic Coaches Association Board of Directors, Sport Chair, Executive Committee, or Region 7 Director -- **Five (5) points.**

****APPEAL:** Any coaching assignments or honors other than those mentioned may be considered by the Wyoming Coaches Association Hall of Fame Board of Directors for point value upon a written appeal by the applicant.

COLLEGE DIVISION

A candidate must be or have been a Wyoming Coaches Association member in good standings with that association and has accumulated a minimum of three hundred and **fifty (350) points** from the criteria to be admitted into the Hall of Fame:

- **Two hundred (200) pts.** must be in years of **service**,
- **one hundred (100) pts.** must be in **success**, and
- **fifty (50) pts.** must be **honors and professional service.**

Eighty percent (80%) of an individual's points in each category must be earned in Wyoming service.

SERVICE (200 Points):

1. Head Coach -- any National Collegiate Athletic Association or National Junior College Athletic Association recognized sport --**Ten (10) points per year**
2. Assistant Coaching/Athletic Trainer -- any National Collegiate Athletic Association or National Junior College Athletic Association recognized sport -- **Five (5) points per year**
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 that is not a head coach in any sport can accumulate only **five (5) points** per year.

SUCCESS (100 Points)

1. National team championship -- **Thirty (30) points.**

2. Team place in the top four (4) at national level tournament/playoffs -- **Twenty-five (25) points.**

3. Regional team championship/top sixteen (16) teams recognized -- **Twenty (20) points.**

4. Conference team championship recognized -- **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: Only National Collegiate Athletic Association or National Junior College Athletic Association records and only the highest achievements may be counted. Assistant Coaches will be granted **one-half** of all the points allotted their head coach for success.

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 -- **Ten (10) points.**

5. Regional Coach of the Year -- **Fifteen (15) points.**

6. National Coach of the Year -- **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 National Collegiate Athletic Association or National Junior College Athletic Association -- **Ten (10) points.**

8. Serve as an assistant coach for any group of All Stars that are recognized by the National Collegiate Athletic Association or National Junior College Athletic Association -- **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. .

NOTE: The Wyoming Coaches Association Hall of Fame Board of Directors may, at their discretion, **induct or refuse to induct** a person into the Hall of Fame with or without that person obtaining the necessary points, due to unusual circumstances.

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.

APPEAL: Any coaching assignments or honors other than those mentioned **may** be considered by the Wyoming Coaches Association Hall of Fame Board of Directors for point value upon a written appeal by the application

WCA HALL OF FAME INFORMATION SHEET

NAME _____ ADDRESS _____

E-MAIL _____ PHONE _____

SPOUSE OR FAMILY INFO _____

_____ coached for _____ years. S/he began coaching in _____ and is still active in coaching.
S/he has head coaching experience at: (list schools chronologically with dates)

1. _____
2. _____
3. _____
4. _____

S/he was noted for his/her success in _____ (sport) with an overall record of _____ wins,
_____ losses, and _____ ties (when appropriate). His/Her record included _____ Regional/District Championships
and _____ State Championships.

Other outstanding achievements during his/her career were:

1. _____
2. _____
3. _____
4. _____

- List the top three in order of importance such as: achievements in other sports, offices in state or national organizations, awards, or anything you feel should be listed.
- Include a **4 x 6 or 5 x7 j-peg picture** (color or black/white done with a cell phone only). All information must be received by March 1st and needs to be sent to the President Elect or his/her designee in order to complete the application process.
- Include a \$100.00 refundable* check made out to the WCA/HOF for the Kiosk Club which helps pay to have a biography placed on the KIOSK in the Hall of Fame Room at the University of Wyoming Field House.

**If an applicant does not meet the necessary requirements according to the WCA/HOF, the \$100.00 fee will be refunded.*

APPLICATION TO THE WYOMING COACHES' HALL OF FAME

Enter the total points from each category as indicated on the following pages:

SERVICE POINTS: _____

SUCCESS POINTS: _____

PROFESSIONAL HONORS & SERVICE POINTS: _____

GRAND TOTAL: _____

I declare and affirm that the statements made herein are true and correct to the best of my knowledge, information and belief.

Signed: _____ Date: _____

