



2019-21
POLICIES & PROCEDURES

WYOMING COACHES' ASSOCIATION POLICIES AND PROCEDURES

The Wyoming Coaches' Association Policies and Procedures 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. Receive \$2 million liability insurance coverage 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 current 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 as a WCF All-Star head coach or assistant 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 purchase special coaches passes (color changes annually) to culminating WHSAA sporting events.
 - l. to nominate student athletes for WCF youth scholarships.
4. Will have access to the www.wcaonline.net web site and its contents.
5. Reduced room rate at the Ramkota Hotel with proof of WCA membership.

LIFETIME MEMBERS:

1. Will receive the WCA Silver 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 current details.

WYOMING COACHES' ASSOCIATION POLICIES AND PROCEDURES MANUAL

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 promote 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 V- 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 \$175.
 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 current 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 Policies and Procedures Manual, and its bylaws.
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 VI - 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/Treasurer
 - e. Executive Secretary/Treasurer Elect (Ex-officio)
 - f. Executive Director
 - g. Executive Director-Elect (Ex-officio)
 - h. Presidential 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 appoint the Executive Secretary/Treasurer and the Executive Director. The Executive Officers shall review the job performance of the Executive Secretary/Treasurer and Executive Director annually at the summer clinic.
5. The Executive Committee shall approve all appointments to the Board of Directors.

ARTICLE VII - 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 (8)
 2. Sports Representatives (14)
 3. Junior High-Middle School Regional Representatives (2)
 4. Regional Representatives (6)
 - a. Region 1 – Park, Hot Springs, Washakie, Big Horn
 - b. Region 2 – Teton, Sublette, Lincoln, Uinta
 - c. Region 3 – Fremont, Sweetwater
 - d. Region 4 – Sheridan, Johnson, Campbell, Crook, Weston
 - e. Region 5 – Natrona, Converse, Niobrara
 - f. Region 6 – Carbon, Albany, Laramie, Platte, Goshen
 5. Athletic Administrators Representative (1)
 6. All-Star Coordinators (2)
 7. All-Star Secretary* (1)
 8. President of the Hall of Fame Board of Directors or designee* (1)
 9. Commissioner of the Wyoming High School Activities Association* (1)
 10. National High School Athletic Coaches Association National Board Representative(s)*
 11. 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 VIII - TERM OF OFFICERS

1. The term of the WCA President, President-Elect, Presidential Secretary and Immediate Past-President is two years beginning the Saturday following the Hall of Fame Banquet, and is at the discretion of the Association's Executive Committee.
2. The Executive Secretary/Treasurer's term shall be five years beginning the Saturday following the Hall of Fame Banquet. First two years as a mentee, one year solo and two years as a mentor.
3. The Executive Director's term shall be five years beginning the Saturday following the Hall of Fame Banquet. First two years as a mentee, one year solo and two years as a mentor..
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 June 1st and continue through May 31st of the said term. Each sports chair may serve up to two consecutive terms.
 - a. The summer of 2021, 2024, etc. sports representatives shall be appointed for Volleyball, Wrestling, Girls Track, Indoor Track, Soccer, Junior High South, Region 1 & 4 representatives.
 - b. The summer of 2022, 2025 etc. sports representatives shall be appointed for Boys Basketball, Football, Skiing, Swimming Tennis and Region 2 & 5 representatives.
 - c. The summer of 2020, 2023 etc. sports representatives shall be appointed for Girls Basketball, Golf, Boys Track, Cross Country, Region 3 & 6 representatives, Junior High 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 (All-Star Secretary), and any special needs Representative shall be at the discretion of the President, based upon an annual Presidential evaluation.

ARTICLE IX – OFFICERS

1. The WCA President-Elect shall be selected by a committee created by the President.
2. President and a President-Elect shall be elected by members at the annual WCA coaches' clinic.
 - a. The nomination for President-Elect shall be made by the Executive Committee. Nominations may also be taken from the membership at the annual WCA meeting.
 - b. Any nominee must be serving, or have served, as a WCA Board member.
 - c. The election shall be under the direction of the Executive Secretary/Treasurer and the Executive Committee.
 - d. The candidate with the simple majority of members present shall be elected.
3. The order of succession to the Presidency shall be:
 - a. Sports Representative appointed by remaining Executive Committee/Board of Directors
 - b. President-Elect

ARTICLE X – MEETINGS

1. The general membership shall meet as a body during the luncheon General Session (Session #3) held on Thursday of the annual WCF Clinic week for the purpose of conducting an annual WCA business meeting.
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 XI – 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 XII – AMENDMENTS

1. Any proposed amendment to this Policies and Procedures Manual shall be submitted 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 a Board of Directors meeting of the WCA and approved by a majority vote.
3. Any policy and procedure revisions will be ratified by a majority of the general membership present during the annual WCF business meeting held during the luncheon General Session (Session #3) held on Thursday of the annual WCF Coaching Clinic week.
4. The WCA's Policies and Procedures shall be under review in 2021, 2023 etc. The Policy and Procedures shall be placed online at www.wcaonline.net.

ARTICLE XIII – 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/Treasurer 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 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 for the WCF.
 3. In conjunction with the Past-President and President-Elect, 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. Assist the Executive Secretary/Treasurer and Executive Director with corporate sponsors and maintain a list of potential sponsors.
 6. Maintain a calendar checklist to be passed to the President-Elect.
 7. Contact the Executive Secretary/Treasurer on all financial matters.
 8. May be called upon to represent the WCA.
 9. Perform other duties as assigned by the Executive Committee.
 10. Serve on the WCF Board of Directors.
 11. Secure a hospitality room at the annual clinic for the WCF

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 at the annual clinic for the WCF.
 5. Perform other duties as assigned by the Executive Committee and the President.
 6. Serve on the WCF Board of Directors.
 7. Maintain the www.wcaonline.net web site and social media platforms.

3. Office of Presidential 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 the annual Clinic Brochure and HOF Banquet program for the WCF.
 5. Update the Policies and Procedure manual following each board meeting for dissemination at the summer clinic.
 6. 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 WCA Coach of the Year ballots and verify WCA members two weeks prior to culminating events.
 3. Contact all Coach of the Year winners and order awards.
 4. Serve as advisor to the President-Elect.
 5. Perform other duties as assigned by the Executive Committee and the President.
 6. Serve on the WCF Board of Directors.
 7. Work with appropriate companies for plaques, rings, etc.
 8. Develop the Coaching Service, Coach of the Year, and other award winner's lists.
 9. Serve on the Wyoming Coaches' Association Hall of Fame Board in an ex-officio position.

5. Office of Executive Secretary/Treasurer

- a. It shall be the responsibility of the Executive Secretary/Treasurer 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 dues to national organizations each year.
 6. Send updated WCA membership lists to sport representatives for All-Star meetings.
 7. Attend board meetings of the Wyoming Coaches' Association.
 8. Assist the President and Executive Director with corporate sponsors and maintain a list of potential sponsors.
 9. Help establish and maintain the University of Wyoming/Wyoming Coaches' Association Football and Basketball ticket request policies.
 10. Serve on the Wyoming Coaches' Association Hall of Fame Board in an ex-officio position.
 11. Assist the Secretary in preparation the Hall of Fame Banquet program.
 12. Perform other duties as assigned by the Executive Committee and the President.
 13. Serve on the WCF Board of Directors.
 14. Provide profit and loss statement to CPA.

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. A stipend will be provided if requested.
 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 historical archives of the Association and Foundation to include:
 - a. a list of Coach of the Year nominees, finalists and national winners.
 - b. banquet programs
 - c. National Hall of Fame rubric.
 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 for the WCF.
 10. Correspond with and request University of Wyoming credit for the WCF.
 11. Assist the President with corporate sponsors and maintain a list of potential sponsors.
 12. Assist the President, Executive Secretary and the Executive Officers in disseminating the Association news and publications.
 13. Collect Community Service Award nominations, chair selection committee and correspond with recipients. Keep nominations for three (3) years.
 14. Perform other duties as assigned by the Executive Committee and the President.
 15. Serve on the WCF Board of Directors.

7. Board Member: Sports Representative (must be a current or past coach in an accredited Wyoming School)

- a. It shall be the responsibility of the Sports Representative to:
 1. Conduct selections for All-Star Players and Coaches for the WCF and All-State teams if applicable. Must read the All-State disclaimer prior to the All-State meeting (see below).
 2. Recruit Association members from their respective sport/sports.
 3. Send All-State athlete selections to the President using the google form provided (see addendum page 16) in a timely manner.
 4. Represent their respective sport to the Board of Directors.
 5. Poll coaches on matters of special nature connected with that sport.
 6. Help maintain a list of Wyoming Coaches' Association membership within his/her sport.
 7. Contact all Coach of the Year winners; invite them to the awards banquet; and invite them to fill out the RSVP form.
 8. Assist President with the WCF clinic and recommend speakers.
 9. Host WCF clinic sessions and provide hospitality as needed.
 10. Disseminate All-State awards to honorees.
 11. Conduct annual meetings of their respective coaches where applicable.
 12. Submit nominations for National Coach of the Year in their respective sport.
 13. Responsible for post clinic clean-up and All-Star set up **ON SATURDAY**.
 14. Perform other duties as assigned by the Executive Committee and the President.
 15. Complete speaker contract(s) and submit to Executive Secretary/Treasurer in a timely manner.
 16. Responsible for maintaining, updating and passing on the files and documents that are relevant to the position.

**STATEMENT TO BE READ BY THE WCA APPOINTED FACILITATOR BEFORE EVERY WCA SPONSORED ALL-STATE VOTING MEETING
Football, Girls' Basketball, Boys' Basketball, Girls' Soccer, Boys' Soccer - All Classes)**

The Wyoming Coaches' Association does not create or monitor drug, alcohol, or student assistance programs for the athletes registered in Wyoming schools. These policies are created and administered in each individual school district and vary from district to district.

However, coaches nominating and selecting All-State athletes are expected to recognize those athletes who have demonstrated positive character attributes worthy of this prestigious honor.

The WCA Handbook encourages coaches in their Code of Ethics - "The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and under no circumstances, should authorize their use."

8. Board Member: All-Star Coordinators & All-Star Secretary (The All-Stars is a function of the WCF).

- a. It shall be the responsibility of the All-Star Coordinators 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, as per approval of the Executive Board.
 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, as per approval of the Executive Board.
 10. Correspond with athlete and parents as needed.
 11. Distribute the Code of Conduct to the WCF 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.
- b. It shall be the responsibility of the All-Star Secretary to:
 1. Assist the All-Star coordinators in the organization of the All-Star games.

9. Board Member: Regional Representative

- a. It shall be the responsibility of the Regional Representative to:
 1. Recruit Association members from their respective regions.
 2. Provide hospitality to speakers and guests as needed.
 3. Provide assistance with the WCF's annual clinic.

4. Setup and dismantle WCF All-Stars and the WCF All-Star events.
5. Assist in the preparation and registration for the annual clinic.
6. Maintain the store and prizes.
7. Perform other duties as assigned by the Executive Committee and the President.
8. Submit nominations for National Assistant Coach of the Year.

10. Board Member: Junior High/Middle School Representative

- a. It shall be the responsibility of the Junior High/Middle School Representative to:
 1. Recruit Association members from their respective sport/sports.
 2. Poll coaches on matters of special nature as they relate to junior high school or middle school student/athletes.
 3. Conduct annual meeting of junior high/middle school coaches if applicable.
 4. Contact coaches for junior high/middle school speaker at the WCF clinic.
 5. Host junior high/middle school clinic sessions and introduce speakers, as applicable.
 6. 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 the annual WCF 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 Policies and Procedures Manual and by-laws that may affect coaches and students/athletes.
 5. Submit nominations for National Athletic Director of the Year.

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

- a. Informs the WCA of current sports information.

ARTICLE III – AMENDMENTS

1. Any proposed amendment to this Policies and Procedures Manual shall be submitted 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 a Board of Directors meeting of the WCA and approved by a majority vote.
3. Any policy and procedure revisions will be ratified by a majority of the general membership present during the annual WCA business meeting held during the luncheon General Session (Session #3) held on Thursday of the annual WCF Coaching Clinic week.
4. The WCA's Policies and Procedures shall be under review in 2021, 2023 etc. The Policy and Procedures shall be placed online at www.wcaonline.net.

WYOMING COACHES' ASSOCIATION AWARDS

WCA 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 1st of each year and will be awarded at the WCF Hall of Fame Banquet each summer. This nomination will consist of a maximum one page summary of the nominees' qualifications.

COACHING AWARDS

WCA COACH OF THE YEAR AWARDS

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.

For schools that enter into a combination school agreement, the host school's head coach per WHSAA handbook will be recognized as the head coach.

Football	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 Tennis	All Class
Boys Tennis	All Class
Girls Basketball	1A, 2A, 3A, 4A
Boys Basketball	1A, 2A, 3A, 4A
Wrestling	2A, 3A, 4A
Girls Indoor Track & Field	All Class
Boys Indoor Track & Field	All Class
Girls Outdoor Track & Field	1A, 2A, 3A, 4A
Boys Outdoor Track & Field	1A, 2A, 3A, 4A
Boys Soccer	3A, 4A
Girls Soccer	3A, 4A
Skiing	All Class (Nordic & Alpine Skiing)
Jinx Tucker Junior High/Middle School (6)	All Class (Select 2 per season-aligned with the HS seasons)

One assistant coach from each the following sports is eligible to be nominated and selected as Assistant Coach of the Year (unless otherwise noted).

- Football (2)
- Volleyball
- Swimming
- Cross Country
- Golf
- Tennis
- Girls Basketball
- Boys Basketball
- Wrestling
- Indoor Track & Field
- Outdoor Track & Field (2)
- Soccer
- Skiing

NATIONAL COACH OF THE YEAR AWARDS

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

NATIONAL HALL OF FAME NOMINEES/INDUCTEES

Nominations for this award are received by members of the WCA Executive Committee and the WCA Hall of Fame Executive Committee. The two (2) NHSACA Hall of Fame inductees are determined by committee discussion and rubric scoring. This award is presented at the annual NHSACA Hall of Fame Banquet

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 20 year awards will be mailed to the respective schools for dispersal. All other award winners are encouraged to attend the WCF 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

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 local, state and national service. Nominations for this award are received by members of the WCA Executive Committee and the WCA Hall of Fame Executive Committee. The Bill Farthing Distinguished Service Award winner is determined by committee discussion and rubric scoring. This award is presented at the annual WCF Hall of Fame Awards Banquet.

WCA DISTINGUISHED SERVICE AWARD

This award is designed to honor an individual(s) for their contribution and support to the Wyoming Coaches' Association. Nominations for this award are received by members of the WCA Executive Committee and the WCA Hall of Fame Executive Committee. This award is presented at the annual WCF Hall of Fame Awards Banquet.

WCA JH/MS MILESTONE AWARD

Active, inactive and retired JH/MS coaches are eligible. This award is intended for those individuals who have chosen to coach most of, or their entire career, at the JH/MS level. (Refer to application pages 29-33).

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 submitted on-line no later than March 1st each year (Refer to application pages 35-36).

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 by submitting a one page description of a personal triumph. Submit to current WCA president by April 15th.

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.

ALL-STATE AWARDS

All-State awards are given in each sport by the WCA according to the following criteria. **Only current WCA member coaches may nominate and vote for All-State award players.** All-State nominees in Volleyball, Basketball, Football and Soccer **must** be 1st team All-Conference selections. **The WCA is not responsible for any criteria or selection process used in selecting All-Conference awards.** Criteria for All-State selections in the previously listed sports are left up to the sports associations. All ties must be broken.

VOLLEYBALL (16) AND BASKETBALL (14)

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. Each sport's representative will send the All-State certificates to each athlete's coach. The sports representatives will send their list to the President for media disbursement.

FOOTBALL

- 6-Man Athletes are nominated by their coaches or an opponent's coach for the 6-Man All-State team. As many as twenty (20) players could be selected. The 6-Man All-State Team will consist of the twenty (20) 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-five (45) players could be selected. On defense, 7 defensive linemen, 6 linebackers, 5 defensive backs, and 2 specialists will be selected. On offense 1 tight end, 5 wide receivers, 7 offensive linemen, 2 quarterbacks, and 5 running backs will be selected. In addition, 5 at-large athletes will be selected. Players can only be All-State on one side of the ball.
- 4A Athletes are nominated by their coaches or an opponent's coach for the 4A All-State team. As many as forty-five (45) athletes could be selected. On defense, 7 defensive linemen, 6 linebackers, 6 defensive backs, 1 kick return specialist, and 1 kicking specialist. On offense, 2 tight ends, 5 wide receivers, 8 offensive linemen, 2 quarterbacks, 4 running backs, and 1 punter 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 (23)

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, fourth, fifth and sixth 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.

**STATEMENT TO BE READ BY THE WCA APPOINTED FACILITATOR BEFORE EVERY WCA SPONSORED ALL-STATE VOTING MEETING
(Volleyball, Football, Girls' Basketball, Boys' Basketball, Girls' Soccer, Boys' Soccer - All Classes)**

The Wyoming Coaches' Association does not create or monitor drug, alcohol, or student assistance programs for the athletes registered in Wyoming schools. These policies are created and administered in each individual school district and vary from district to district.

However, coaches nominating and selecting All-State athletes are expected to recognize those athletes who have demonstrated positive character attributes worthy of this prestigious honor.

The WCA Handbook encourages coaches in their Code of Ethics - "The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse, and under no circumstances, should authorize their use."

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. The WCA honors All-State athletes, and members nominate and select Coach of the Year winners. They assist with the WCF clinic and the WCF All-Star week.

Wyoming Coaches' Association Hall of Fame Committee

The Hall of Fame was started by members of the WCA in 1984. The Hall of Fame Committee has guidelines which cover selection to the Hall of Fame. These guidelines are included in this Policies and Procedures Manual. 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

All 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.

Wyoming Coaches' Foundation (WCF)

The WCF is an organization separate from the WCA. Established in 2013, the WCF supports and oversees education for coaches (in the form of a clinic), scholarships for athletes and coaches, and All-Star competitions.

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 & BY-LAWS



JUNE 2019

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 Executive Officers of the Wyoming Coaches’ Association Hall of Fame Committee Board of Directors shall be referred to as the Executive Committee and shall consist of the following:
 - a. President
 - b. President-Elect
 - c. Secretary/Treasurer
 - d. Past-President
2. Other board members shall consist of:
 - a. Nine additional people who are members of the Wyoming Coaches’ Association Hall of Fame Committee.
 - b. The Wyoming Coaches’ Association President (or his/her designee); WCA Executive Secretary/Treasurer; WCA JH/MS Hall of Fame Rep; and the WHSAA Liaison will serve as ex-officio board members.

ARTICLE VI – TERM OF OFFICE

1. The term of the President, President-Elect, Secretary/Treasurer, and the Past-President shall be two years.
2. The elected officers shall assume their duties immediately following the summer meeting.
3. The term for all Hall of Fame Board members shall be six years, with the option to serve a second six year term. Board members who were serving prior to July 15th, 2015 are grandfathered in and are not subject to term limits.

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 By Laws 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. Office of Past-President
 - a. The Past-President shall hold a position on the Executive Committee of the Wyoming Coaches' Association Hall of Fame Board of Directors. The President-elect, the Secretary/Treasurer, and the 1st Vice President shall complete the Executive Committee.
5. 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
SIXTH EDITION MARCH 2013

The deadline for application is March 1 of each year.

Applications can be filled out on the Wyoming Coaches' Association website (www.wcaonline.net)

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**
- **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 - 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 in any one year. 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 (WCA) Honors & Service:

- 1) Hold office(s) on WCA Executive Committee – President, President-Elect, Past-President, Secretary, Treasurer, Executive Secretary – **Five (5) points each year.**
- 2) Serve on WCA Board of Directors – **Two (2) points for each year.**
- 3) Liaison between Wyoming Coaches Association Board of Directors and the Wyoming Interscholastic Athletic Administrators Association – **Two (2) points each year.**
- 4) Wyoming Coaches Association Coach/Assistant Coach of the Year – **Fifteen (15) points.**
- 5) Head Coach for any Wyoming Coaches Association approved All-Star Basketball game (Wyoming Coaches Foundation All-Stars, North-South Shrine Bowl Game, Wyoming vs Montana All-Star Basketball Games)– **Ten (10) points.**
- 6) Assistant/Associate Coach for any Wyoming Coaches Association approved All-Star game (as listed above) – **Five (5) points.**

Wyoming Interscholastic Athletic Administrators Association Honors & Service:

- 1) Hold office in WIAAA – President, President-Elect, Past-President, Secretary, and Treasurer – **Five (5) points per year.**
- 2) Awarded WIAAA Athletic Director of the Year – **Fifteen (15) points.**

National High School Athletic Coaches Association Honors & Service:

- 1) National Sports Coach*/Athletic Director of the Year – **Twenty-five (25) points.**
- 2) Regional Finalist Sports Coach/Athletic Director of the Year – **Twenty (20) points.**
- 3) Office in the National High School Athletic Coaches Association – Member of Board of Directors, President, First Vice President, Second Vice President, Third Vice President, Past-President, National Sports Representative, Region 7 Director – **Ten (10) points each year.**

**Only the highest level of coaching (non-accumulative) will be counted each year from the National Coach of the Year program.*

APPEAL: Any coaching assignments or honors not mentioned above 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**
- **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 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: 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 will 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**. 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**.

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.

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.

****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.

WCA HALL OF FAME INFORMATION SHEET

NAME _____

ADDRESS _____

E-MAIL _____

HOME PHONE _____ CELL PHONE _____

(Previously on page 25)

OTHER INFORMATION/ITEMS NEEDED:

- Please send 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 and on the WCA website (www.wcaonline.net) Please mail this check to:

Wendy Schuler
200 Liberty Avenue
Evanston, WY 82930

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

WYOMING COACHES' HALL OF FAME - APPLICATION

Please check if you are currently retired from coaching.

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 _____

Wyoming Coaches' Association

Junior High/Middle School Coaching Milestone Awards



Approved by WCA Board of Directors
May 21, 2010

Wyoming Coaches' Association
Junior High/Middle School Coaching Milestone Awards
Overview and Criteria
May 21, 2010

A. Criteria and Administration of WCA - JH/MS Coaching Milestone Award

Active, inactive and retired JH/MS coaches are eligible. At least 80% of a coach's, (whether active, inactive or retired), wins/points and years coaching must come from Wyoming service. This award is intended for those individuals who have chosen to coach at the Junior High/Middle School Level throughout either most or their entire career.

B. Team Sports

Coaches at the JH/MS level are eligible for this award. Team Sports to include: Football; Volleyball; Girls Basketball; and Boys Basketball, and other team sports not previously listed and as adopted by accredited Wyoming JH/MS for Interscholastic competition. Levels of achievement to include: Bronze; Silver; and Gold. Each level will have three separate tracks to measure achievement. These tracks include: JH/MS Wins; JH/MS Points; and HS Points. The HS Points track is due to the emphasis of some JH/MS programs to develop skills in their young athletes in an effort to help these athletes be more successful in high school. Win/loss records in these schools are not emphasized, and therefore success in these schools often comes at the high school level. Candidates will choose one track per sport to apply for the level of achievement sought. In the case of Girls and Boys Basketball those points must be counted separately. Points from one gender/sport cannot be combined with another gender/sport to reach any level of achievement.

C. Individual Sports

Coaches at the JH/MS level are eligible for this award. Individual Sports to include: Wrestling; Girls Track; Boys Track; Girls Swimming; Boys Swimming; Girls Cross Country; and Boys Cross Country and other individual sports not previously listed and as adopted by accredited Wyoming JH/MS for Interscholastic competition. Levels of achievement to include: Bronze; Silver; and Gold. Due to the unique nature of these sports, there will not be a JH/MS Wins track. Point allowances for individual performances have been added to the JH/MS Points and HS Points tracks. Candidates will choose one track per sport to apply for the level sought. In the case of Girls and Boys Track, Girls and Boys Swimming, and Girls and Boys Cross Country those points must be counted separately. Points from one gender/sport cannot be combined with another gender/sport to reach any level of achievement.

To be eligible for an award it will be the individual coach's responsibility to submit an application PRIOR to March 1st of the year the award is sought. Applications after this date annually will be held for consideration until the following year. No coach will be eligible unless they fill out and submit an application. On the application form the coach must list separately each year coached, the school for which they coached, the sport, the level of achievement and the track they are using. Certificates will be awarded for coaches receiving Bronze, Silver and Gold Milestone Awards in each sport for which they are eligible and will be mailed to the respective individuals/schools for dispersal. All applications must be submitted via on-line submission prior to the March 1st deadline.

WCA Junior High/Middle School Coaching Milestone Award

Criteria

Sport	Bronze			Silver			Gold		
	JH/MS Wins	JH/MS Points	HS Points	JH/MS Wins	JH/MS Points	HS Points	JH/MS Wins	JH/MS Points	HS Points
Volleyball	125	250	150	190	375	225	250	500	300
Football	50	250	150	75	375	225	100	500	300
Girls' Basketball	75	250	150	115	375	225	150	500	300
Boys' Basketball	75	250	150	115	375	225	150	500	300
Wrestling	N/A	250	150	N/A	375	225	N/A	500	300
Girls' Track	N/A	250	150	N/A	375	225	N/A	500	300
Boys' Track	N/A	250	150	N/A	375	225	N/A	500	300
Girls' Swimming	N/A	250	150	N/A	375	225	N/A	500	300
Boys' Swimming	N/A	250	150	N/A	375	225	N/A	500	300
Girls' Cross Country	N/A	250	150	N/A	375	225	N/A	500	300
Boys' Cross Country	N/A	250	150	N/A	375	225	N/A	500	300

Point Opportunities

Sport	JH/MS	HS	Sport	JH/MS	HS
Football	Conference Champions = 20 pts Conference Runner-Up = 15 pts Conference 3 rd Place = 10 pts Undefeated Seasons = 5 pts Victories = 2 pts/ea	Playoff Position – 1 st = 10 pts. Playoff Position – 2 nd = 8 pts. Playoff Position – 3 rd = 6 pts. Playoff Position – 4 th = 4 pts. State Champion = 25 pts State Runner-Up = 20 pts State 3 rd Place = 15 pts State 4 th Place = 10 pts	Volleyball	Conference Champions = 20 pts Conference Runner-Up = 15 pts Conference 3 rd Place = 10 pts Invitational Champs = 10 pts Undefeated Seasons = 5 pts Victories = 1 pt/ea	Regional Champions = 10 pts Regional Runner-Up = 5 pts State Champion = 25 pts State Runner-Up = 20 pts State 3 rd Place = 15 pts State Cons Champion = 10 pts
Boys' Basketball	Conference Champions = 20 pts Conference Runner-Up = 15 pts Conference 3 rd Place = 10 pts Invitational Champs = 10 pts Undefeated Seasons = 5 pts Victories = 2 pts/ea	Regional Champions = 10 pts Regional Runner-Up = 5 pts State Champion = 25 pts State Runner-Up = 20 pts State 3 rd Place = 15 pts State Cons Champion = 10 pts	Girls' Basketball	Conference Champions = 20 pts Conference Runner-Up = 15 pts Conference 3 rd Place = 10 pts Invitational Champs = 10 pts Undefeated Seasons = 5 pts Victories = 2 pts/ea	Regional Champions = 10 pts Regional Runner-Up = 5 pts State Champion = 25 pts State Runner-Up = 20 pts State 3 rd Place = 15 pts State Cons Champion = 10 pts
Wrestling	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea			
Boys' Track	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea	Girls' Track	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea
Boys' Swimming	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea	Girls' Swimming	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea
Boys' Cross Country	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea	Girls' Cross Country	Team Conf Champs = 20 pts Team Conf Runner-Up = 15 pts Team Conf 3 rd Place = 10 pts Team Invite Champs = 10 pts Indiv. Conf. Champs = 1 pt/ea Dual Victories = 1 pt/ea	Tm Regional Champion = 15 pts. Tm Regional Runner-Up = 10 pts. Tm State Champion = 25 pts. Tm State Runner-Up = 20 pts. Tm State 3 rd Place = 15 pts. Indiv. Reg. Champ = 1 pt/ea Indiv. State Champ = 2 pts/ea

Point opportunities will include other Team/Individual sports as adopted by accredited Wyoming JH/MS for Interscholastic competition.

WCA – JH/MS Coaching Milestone Awards

Team Sports – JH/MS Wins Track

Volleyball – Football – Girls’ Basketball – Boys’ Basketball

Name: School: Date:

Sport: Award Level:

This application is for one sport only. A separate application must be completed for each sport. Indicate which award level, (Bronze, Silver or Gold), is being applied to receive. Please supply complete information and return to:

wsmith@goshen1.org; Walt Smith, 141 Aspen Circle, Torrington, WY, 82240

	Year	School	Record
Ex.	2009	Torrington Middle	8-7
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Total Wins-Losses Column A			

	Year	School	Record
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
Total Wins-Losses Column B			
Total Wins-Losses Column A			
Overall Wins-Losses			

WCA – JH/MS Coaching Milestone Awards

Team and Individual Sports – JH/MS or HS Points Track

Volleyball – Football – Girls’ Basketball – Boys’ Basketball – Wrestling – Girls’ Track – Boys’ Track – Girls’ Swimming – Boys’ Swimming – Girls’ Cross Country – Boys’ Cross Country

Name: School: Date:

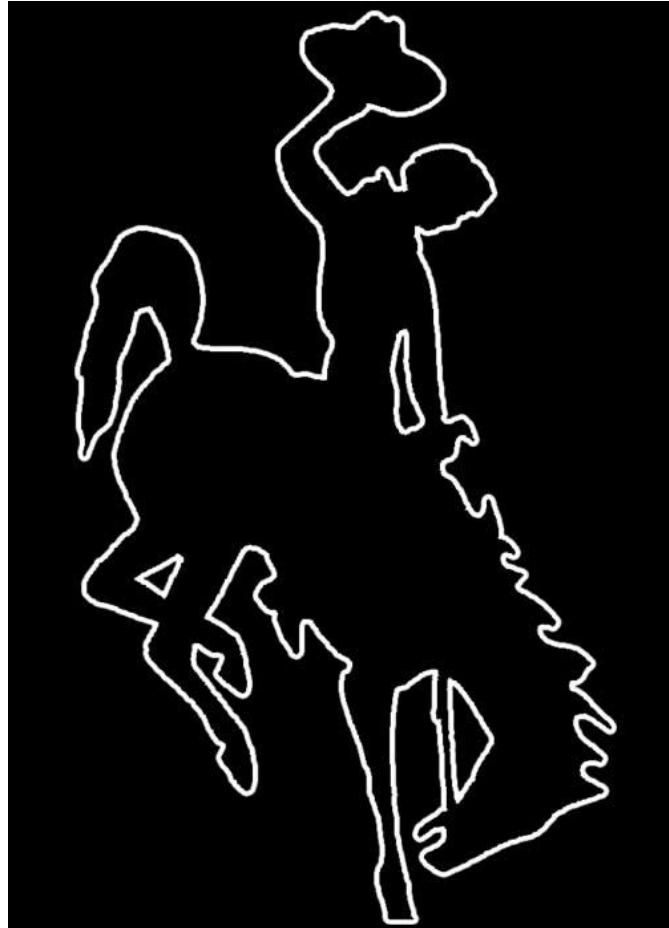
Sport: Award Level:

This application is for one sport only. A separate application must be completed for each sport. Indicate which award level, (Bronze, Silver or Gold), is being applied to receive. Please supply complete information and return to:
wsmith@goshen1.org or Walt Smith, 141 Aspen Circle, Torrington, WY, 82240

Ex.	Year	School	Pts Track	Win-Loss	Event Description	Points
	2007	Torrington Middle	JH/MS	N/A	Team Conference Champion = 25 Individual Conference Champion = 5	30
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
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21.						
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27.						
28.						
29.						
30.						
31.						
32.						
33.						
34.						
35.						
36.						
37.						
38.						
39.						
40.						
Total Points						<input style="width: 100px; height: 25px;" type="text"/>

Wyoming Coaches' Association

Junior High/Middle School Hall of Fame



Approved by WCA Board of Directors
May 21, 2010

Wyoming Coaches' Association Hall of Fame Fifth Edition – May 2019

The deadline for application is the first Saturday in March.

Applications can be found on the Wyoming Coaches' Association website (www.wcaonline.net). They can be downloaded, filled out on the computer and then e-mailed to Walt Smith at wsmith@goshen1.org

Junior High/Middle School Division (Grades 6-7-8)

The candidate must accumulate at least three hundred and fifty (350) points from the criteria listed below to be considered for admittance to the Hall of Fame. Two hundred (200) points must be in years of coaching experience, one hundred (100) points must come from success, and fifty (50) points must be honors and professional service. These points must come from interscholastic coaching and competition, (Intramurals or Club competition is not eligible). Eighty percent (80%) of an individual's points in each category must be earned in Wyoming Service.

Note: The JH/MS Hall of Fame Board of Directors reserves the right to induct OR refuse induction into the Hall of Fame, regardless of points earned, due to unusual circumstances.

Coaching Experience (200 Points)

1. Head Coach – Ten (10) points per year. (JH/MS Level)
2. Assistant Coach – Five (5) points per year. (JH/MS Level)
3. Athletic Director – Five (5) points per year. (JH/MS Level)
4. Assistant Athletic Director – Two and one-half (2 ½) points per year. (JH/MS Level)
5. High School Coach (grades 9-12) – 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 candidate cannot accumulate more than ten (10) points in any one school year for Coaching Experience. A candidate that is not a head coach in any sport can accumulate only five (5) points per year.

Success (100 Points)

1. WCA JH/MS Coaching Milestone Gold Level – Thirty (30) points per sport.
2. WCA JH/MS Coaching Milestone Silver Level – Twenty-Five (25) points per sport.
3. WCA JH/MS Coaching Milestone Bronze Level – Twenty (20) points per sport.

Note: A candidate may only count the highest level achieved in a sport.

Honors and Professional Service (50 Points)

1. Office in the Wyoming Coaches' Association – Five (5) points each year (President, President-Elect, Past-President, Secretary, Treasurer, Executive Secretary/Treasurer).
2. Serve as a member on the Board of Directors for the WCA – Three (3) points per year.
3. Wyoming Coaches' Association Sport Coach of the Year – Fifteen (15) points.
4. WCA Membership – One (1) point per year.
5. JH/MS session speaker at the WCA Summer Coaches' Clinic– Two (2) points per session, with a maximum total accumulation of 10 points.

Note: A candidate cannot accumulate more than twenty-five (25) points in any one school year in Honors and Professional Service.

Application to the Wyoming Coaches' Association Hall of Fame Junior High/Middle School Division

Name:		
Mailing Address:		
City:	State:	Zip:
E-Mail Address:		
Home Phone:	Cell Phone:	

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

I.	Coaching Experience Points	
II.	Success Points	
III.	Professional Service & Honors Points	
Grand Total		

I hereby testify the information I have provided is true and accurate. I understand I must be able to furnish documentation of any and/or all points if requested by the JH/MS Hall of Fame Board of Directors.

Signed:

Dated:

Appeal: Any coaching assignments or honors other than those mentioned **MAY** be considered by the Wyoming Coaches' Association JH/MS Hall of Fame Board of Directors for point value upon written appeal by the applicant.

