



2021-22 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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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 students/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 limited liability insurance coverage that begins on the date of the membership application. (This only includes active members * excluding lifetime members).
2. Are eligible for University of Wyoming/Wyoming Coaches' Association complimentary tickets to Men's and Women's home events. This benefit is subject to current policies of the University of Wyoming Athletic Department and more information is available on our website at www.wcaonline.net.
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, assistant coach, and associate coach.
 - d. to nominate his/her athletes for the WCA's Academic Awards. An Academic Awards template will be made available for all coaches that choose to honor their student/athletes in this manner. The Athletic Director will have this template available through his/her office at the beginning of each year.
 - e. to serve on the WCA's Board of Directors.
 - f. to receive 20, 30, 40, 50, and etc. 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 motel rates may be available at various motels and convention centers across the state 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 nominate, as well as, vote for members nominated for the Association's Coach of the Year awards (see letter b under the Benefits of Active Members section above).
 - b. Are eligible for University of Wyoming/Wyoming Coaches' Association complimentary tickets to Men's and Women's home events. This benefit is subject to current policies of the University of Wyoming Athletic

Department and more information is available on our website at www.wcaonline.net.

- c. Additional information about Lifetime Membership can be found in ARTICLE V of Membership on page 6.

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 coaches (high school, junior high, middle school) and athletic directors throughout Wyoming. It is our mission to promote all sanctioned Wyoming athletics, provide professional and educational 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 students/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 students/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.
 - i. The cost of a lifetime membership is \$175.
 - ii. 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.
 - iii. 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 July 1st continuing through the following June 30th. Members also agree to accept the WCA Policies and Procedures Manual and its bylaws.

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)
 - i. All Star Director (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:
 - b. Executive Committee (8)
 - c. Sports Representatives (15)
 - d. Junior High-Middle School Regional Representatives (2)
 - e. Regional Representatives (6)
 - i. Region 1 – Park, Hot Springs, Washakie, Big Horn, Fremont
 - ii. Region 2 – Teton, Sublette, Lincoln, Uinta
 - iii. Region 3 – Sweetwater, Carbon, Albany
 - iv. Region 4 – Sheridan, Johnson, Campbell, Crook, Weston
 - v. Region 5 – Natrona, Converse, Niobrara
 - vi. Region 6 – Laramie, Platte, Goshen
 - f. Athletic Administrators Representative (1)
 - g. All-Star Coordinators (2)
 - h. All-Star Secretary* (1)
 - i. President of the Hall of Fame Board of Directors or designee* (1)
 - j. Commissioner of the Wyoming High School Activities Association* (1)
 - k. National High School Athletic Coaches Association National Board Representative(s)*
 - l. Representatives may be added in order to meet special needs of the Association. Their selection will be at the discretion of the Executive Committee.

* (ex-officio)
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 2024, 2027 etc. sports representatives shall be appointed for Volleyball, Wrestling, Girls Track and Field, Indoor Track and Field, Soccer, Softball, Junior High South, Region 1 & 4 representatives.
 - b. The summer of 2022, 2025 etc. sports representatives shall be appointed for Boys Basketball, Football,

Nordic/Alpine Skiing, Swimming and Diving, Tennis and Region 2 & 5 representatives.

- c. The summer of 2023, 2026 etc. sports representatives shall be appointed for Girls Basketball, Golf, Boys Track and Field, 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 interest Representative shall be at the discretion of the President.

ARTICLE IX – OFFICERS

1. The 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. The 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.
2. The order of succession to the Presidency shall be:
 - a. Board of Directors
 - b. President-Elect

ARTICLE X – MEETINGS

1. The general membership shall meet as a body during the luncheon General Session 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. All meetings of the WCA/WCF shall be conducted using Robert's Rules of Order. (Robert's Rules, Second Edition, by Doris P. Zimmerman)

ARTICLE XI – COMMITTEES

1. The President shall have the power to appoint any necessary committees, special interests, 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 a General Session of the annual WCF Coaching Clinic week.
4. The WCA's Policies and Procedures shall be under review in 2023, 2025, 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. Dues are payable to the Executive Secretary/Treasurer or the Association Designee. Once payment is received, membership will begin on July 1st and will run through June 30th of the succeeding year. See the registration form at www.wcaonline.net.

ARTICLE II - DUTIES OF OFFICERS

- Anything out of ordinary with the budget
- Quarterly Review of finances
- Removal From Office
- Dissolution Statement

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:
 - i. Schedule Board of Director Meetings and establish agendas.
 - ii. Organize and schedule the annual clinic for the WCF.
 - iii. 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.
 - iv. Appoint committees and/or special interest positions
 - v. Assist the Past President with corporate sponsors and maintain a list of potential sponsors.
 - vi. Contact the Executive Secretary/Treasurer on all financial matters.
 - vii. May be called upon to represent the WCA.
 - viii. Perform other duties as assigned by the Executive Committee.
 - ix. Serve on the WCF Board of Directors.

2. Office of President-Elect

- a. It shall be the responsibility of the President-Elect to:
 - b. Be present at all Board of Director meetings.
 - c. Perform duties of the President in the absence of the President.
 - d. Perform duties as may be delegated by the Executive Committee.
 - e. Organize vendor booths at the annual clinic for the WCF.
 - f. Perform other duties as assigned by the Executive Committee and the President.
 - g. Serve on the WCF Board of Directors.
 - h. Establish, compile and maintain computerized membership address lists and membership files.
 - i. Provide monthly backup of the membership list.
 - j. Send updated WCA membership lists to sport representatives for All-State meetings.

3. Office of Presidential Secretary

- a. It shall be the responsibility of the Secretary to:
 - i. Maintain a record of minutes for all Board of Director meetings.
 - ii. Disseminate a copy of the minutes to the Board Members in a timely manner.
 - iii. Disseminate letters of correspondence as needed to the Executive Committee.
 - iv. Prepare the annual Clinic Brochure and HOF Banquet program for the WCF.
 - v. Update the Policies and Procedure manual following each board meeting for dissemination at the summer clinic.

- vi. 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:
 - i. Develop and maintain corporate sponsors.
 - ii. Oversee the WCA Coach of the Year ballots and verify WCA members two weeks prior to culminating events.
 - iii. Contact all Coach of the Year winners and order awards.
 - iv. Serve as advisor to the President-Elect.
 - v. Maintain the www.wcaonline.net web site and social media platforms.
 - vi. Perform other duties as assigned by the Executive Committee and the President.
 - vii. Serve on the WCF Board of Directors.
 - viii. Work with appropriate companies for plaques, rings, etc.
 - ix. Develop the Coaching Service, Coach of the Year, and other award winner's lists.
 - x. 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:
 - i. Establish various financial accounts and develop financial reports as needed.
 - ii. Prepare income statements and balance sheets for the fiscal cycle and for the WCA's annual clinic Board meeting.
 - iii. Send dues to national organizations each year.
 - iv. Attend board meetings of the Wyoming Coaches' Association.
 - v. Assist the Past President with corporate sponsors and maintain a list of potential sponsors.
 - vi. Help establish and maintain the University of Wyoming/Wyoming Coaches' Association sporting event ticket request policies.
 - vii. Serve on the Wyoming Coaches' Association Hall of Fame Board in an ex-officio position.
 - viii. Assist the Presidential Secretary in preparation for the Hall of Fame Banquet program.
 - ix. Perform other duties as assigned by the Executive Committee and the President.
 - x. Serve on the WCF Board of Directors.
 - xi. Provide profit and loss statements to CPA.

6. Office of Executive Director

- a. It shall be the responsibility of the Executive Director to:
 - i. 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.
 - ii. Act as a liaison for liability insurance carriers.
 - iii. Send out information to Region VII Coach of the Year Award nominees.
 - iv. Collect and send Region VII Coach of the Year Award nominations to the National High School Athletic Coaches' Association.
 - v. Handle correspondence to and from NHSACA.
 - vi. Maintain historical archives of the Association and Foundation to include:
 - 1. a list of Coach of the Year nominees, finalists and national winners.
 - 2. banquet programs
 - vii. Distribute nominations for the NHSACA Hall of Fame.
 - viii. Correspond with national finalists.
 - ix. Correspond with and request recertification credit with the Professional Teaching Standards Board.
 - x. Correspond with and request University of Wyoming credit for the WCF clinic.
 - xi. Assist the Past President with corporate sponsors and maintain a list of potential sponsors.
 - xii. Assist the President, Executive Secretary and the Executive Officers in disseminating the Association news and publications.
 - xiii. Collect Community Service Award nominations, chair selection committee and correspond with recipients.

- Keep nominations for three (3) years.
- xiv. When appropriate, accept nominations for a WCA Distinguished Service Award.
- xv. Perform other duties as assigned by the Executive Committee and the President.
- xvi. Serve on the WCF Board of Directors.

7. Board Member: Sports Representative (must be a current WCA Member)

- a. It shall be the responsibility of the Sports Representative to:
 - i. 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).
 - ii. Recruit Association members from their respective sport/sports.
 - iii. Send All-State athlete selections to the President using the google form provided (see addendum page 16) in a timely manner.
 - iv. Represent their respective sport to the Board of Directors.
 - v. Help maintain a list of Wyoming Coaches' Association membership within his/her sport.
 - vi. Contact all Coach of the Year winners; invite them to the awards banquet; and invite them to fill out the RSVP form.
 - vii. Assist President with the WCF clinic and recommend speakers.
 - viii. Host WCF clinic sessions and provide hospitality as needed.
 - ix. Disseminate All-State awards to honorees.
 - x. Conduct annual meetings of their respective coaches where applicable.
 - xi. Submit nominations for National Coach of the Year in their respective sport.
 - xii. Responsible for post clinic clean-up and All-Star set up **ON SATURDAY**.
 - xiii. Perform other duties as assigned by the Executive Committee and the President.
 - xiv. Complete speaker contract(s) and submit to the Executive Secretary/Treasurer in a timely manner.
 - xv. Responsible for maintaining, updating and passing on the files and documents that are relevant to the position.
 - xvi. Failure to serve for the good of the WCA/WCF could result in termination from this 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 (The All-Stars is a function of the WCF)

- a. It shall be the responsibility of the All-Star Coordinators to:
 - i. May appoint an All-Star Secretary or other positions as needed if approved by the Executive Board
 - ii. Send athlete information forms to Sports Representatives.
 - iii. Collect all information on coaches and athletes for programs.
 - iv. Collect money for All-Star game players.
 - v. Organize and make arrangements for All-Star games with site representatives, as per approval of the when their sport holds an All-Star contest.
 - vi. Check-in and check-out athletes and coaches in the dorm.
 - vii. Provide for plaques, uniforms and shirts for coaches and athletes when their sport holds an All-Star contest.
 - viii. Check-in and check-out athletes and coaches in the dorms or rooms.
 - ix. Arrange games set-up and take down.

- x. Follow-up on all food and housing arrangements with site representatives, as per approval of the Executive Board.
 - xi. Correspond with athletes and parents as needed.
 - xii. Distribute the Code of Conduct to the WCF All-Star coaches.
 - xiii. Distribute all liability release and practice requirements to athletes.
 - xiv. Perform other duties as assigned by the Executive Committee and the President.
 - xv. Serve on the WCF Board.
 - xvi. Failure to serve for the good of the WCA/WCF could result in termination from this position.
- b. It shall be the responsibility of the All-Star Secretary to:
- i. 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:
- i. Recruit Association members from their respective regions.
 - ii. Provide assistance with the WCF's annual clinic.
 - iii. Setup and dismantle WCF All-Stars and the WCF All-Star events.
 - iv. Assist in the preparation and registration for the annual clinic.
 - v. Maintain the store and prizes.
 - vi. Perform other duties as assigned by the Executive Committee and the President.
 - vii. Submit nominations for National Assistant Coach of the Year
 - viii. Failure to serve for the good of the WCA/WCF could result in termination from this position.

10. Board Member: Junior High/Middle School Representative

- a. It shall be the responsibility of the Junior High/Middle School Representative to:
- i. Recruit Association members from their respective sport/sports.
 - ii. Poll coaches on matters of special nature as they relate to junior high school or middle school students/athletes.
 - iii. Conduct annual meetings of junior high/middle school coaches if applicable.
 - iv. Contact coaches for junior high/middle school speakers at the WCF clinic.
 - v. Host junior high/middle school clinic sessions and introduce speakers, as applicable.
 - vi. Perform other duties as assigned by the Executive Committee and the President.
 - vii. Failure to serve for the good of the WCA/WCF could result in termination from this position.

11. Athletic Administrator Member

- a. It shall be the responsibility of the Athletic Administrator Member to:
- i. Organize the LTI courses for the WCF clinic, applicable to athletic administration.
 - ii. Coordinate information and communication with the Wyoming Interscholastic Athletic Administrators Association.
 - iii. Promote the Association through the recruitment of members.
 - iv. Provide assistance in notifying athletic administration of the Policies and Procedures Manual and by-laws that may affect coaches and students/athletes.
 - v. Submit nominations for National Athletic Director of the Year.
 - vi. Will be responsible for sending the Academic All-State criteria information and certificate template to member schools.

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 a General Session of the annual WCF Coaching Clinic week.
4. The WCA's Policies and Procedures shall be under review in 2023, 2025, etc. The Policy and Procedures shall be placed online at www.wcaonline.net.

WYOMING COACHES' ASSOCIATION AWARDS

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. This award is presented at the annual WCF Hall of Fame Awards Banquet.

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.

- | | |
|---------------------------------|--------------------------|
| 1. Football | 6-Man, 9-man, 2A, 3A, 4A |
| 2. Volleyball | 1A, 2A, 3A, 4A |
| 3. Girls Swimming and Diving | 3A, 4A |
| 4. Boys Swimming and Diving | 3A, 4A |
| 5. Girls Cross Country | 2A, 3A, 4A |
| 6. Boys Cross Country | 2A, 3A, 4A |
| 7. Girls Golf | 2A, 3A, 4A |
| 8. Boys Golf | 2A, 3A, 4A |
| 9. Girls Tennis | All Class |
| 10. Boys Tennis | All Class |
| 11. Girls Basketball | 1A, 2A, 3A, 4A |
| 12. Boys Basketball | 1A, 2A, 3A, 4A |
| 13. Wrestling | 2A, 3A, 4A |
| 14. Girls Indoor Track & Field | All Class |
| 15. Boys Indoor Track & Field | All Class |
| 16. Girls Outdoor Track & Field | 1A, 2A, 3A, 4A |
| 17. Boys Outdoor Track & Field | 1A, 2A, 3A, 4A |
| 18. Boys Soccer | 3A, 4A |
| 19. Girls Soccer | 3A, 4A |
| 20. Softball | All Class |

- | | |
|---|---|
| 21. Skiing | All Class (Nordic & Alpine Skiing) |
| 22. Jinx Tucker Junior High/Middle School (6) | All Class (Select 2 per season-aligned with the HS seasons) |

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

- | | |
|------------------------|-------------------------------|
| 1. Football (2) | 8. Boys Basketball |
| 2. Volleyball | 9. Wrestling |
| 3. Swimming and Diving | 10. Indoor Track & Field |
| 4. Cross Country | 11. Outdoor Track & Field (2) |
| 5. Golf | 12. Soccer |
| 6. Tennis | 13. Softball |
| 7. Girls Basketball | 14. 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 members from the WCA Executive Committee and the WCA Hall of Fame Executive Committee by discussion and rubric scoring. This award is presented at the annual WCF Hall of Fame Awards Banquet.

WCA HALL OF FAME 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. An Academic Awards template will be made available for all coaches that choose to honor their student/athletes in this manner. The Athletic Director will have this template available through his/her office at the beginning of each year.

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 and we do not recognize second/third team or honorable mention 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.
- 9-Man Athletes are nominated by their coaches or an opponent's coach for the 9-Man All-State team. As many as thirty six (36) players could be selected. The 9-Man All-State team will consist of the 36 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 goalkeepers, 8 defenders, 8 midfielders and 6 forwards. Coaches may not vote for their own players. Top-vote recipients are first team All-State.

SOFTBALL (20)

WCA member softball coaches will vote for twenty (20) First Team All-State student/athletes. Coaches may not vote for their own players, but they are allowed to submit their team and individual statistics to all other coaches prior to voting. The First-Team All-State awards will be awarded at the State Tournament before the championship game.

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."

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