



2021-2022

# Organization

## *POLICIES AND PROCEDURES MANUAL*

### **NAME AND PURPOSE**

The name of this organization is the Wyoming Coaching Foundation, Inc. (WCF). It is a not for profit organization incorporated under the laws of the State of Wyoming. The Corporation is organized for exclusively religious, charitable, educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986. Specifically, the Corporation will provide educational programs to the public as well as provide scholarships for students pursuing higher education.

### **WYOMING COACHES FOUNDATION MISSION STATEMENT**

The WCF will receive and accept gifts and contributions and will use those assets in furtherance of charitable purposes such as educational clinics, scholarships, awards, and support of other special programs. This is set in motion to promote, enhance, and further advance the educational mission of high school athletic programs for Wyoming students/athletes within the Wyoming High School Activities Association sponsored programs.

### **BOARD OF DIRECTORS**

The business and affairs of the Corporation shall be managed by its Board of Directors. The number of Board of Directors shall not be less than (5). Each Director shall hold office for two years unless duly removed. Each Director must be reelected at the regular annual meeting. The regular annual meeting of the Board of Directors shall be held in March of each year. The Board of Directors will provide the time and place for holding regular meetings. Special meetings may be called by the President or any two directors. A notice of any meeting will be given at least two weeks previous by written notice. A majority of the number of directors shall constitute a quorum. A quorum shall not be established if more than 50 percent of the quorum is related in blood or marriage or have joint financial interests. Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors. A director to fill a vacancy shall be elected for the remaining term of his predecessor. Any directorship to be filled by reason of an increase in the number of directors may be filled by election by the Board of Directors. No Director or Officer shall for any reason be entitled to receive a salary or compensation.

### **OFFICERS**

The officers of the Corporation shall be President and Secretary both of whom shall be elected by the Board of Directors. Other officers and assistant officers as are necessary may be elected or appointed by the Board of Directors. Any two or more offices may be held by the same person, except for the offices of President and Secretary, which may not be held by the same person. The officers of the Corporation to be elected by the Board of Directors shall be elected annually by the Board of Directors and its annual meetings. Each officer will hold office until his successor shall have been duly elected. Any officer, agent, or director may be removed by a unanimous vote of the remaining Board of Directors. The President will supervise and control all of the business and affairs of the Corporation. The Secretary shall keep minutes, see that all notices are duly given, be custodian of corporate records and the seal of the Corporation, and keep a register of the post office address of each Director. The Treasurer shall keep full and accurate account of the receipts and disbursements. The Executive Committee of the WCF also includes the President of the Wyoming Coaches Association Hall of Fame Board of Directors (or his/her designee) and the Wyoming Coaches Association All-Star Director (or his/her designee).

# WCF Summer Clinic

## *POLICIES AND PROCEDURES MANUAL*

### Overview

The WCF will conduct one (1) summer clinic available for ALL coaches in Wyoming. The clinic week will usually be the 4<sup>th</sup> week in July, but might change according to other convention conflicts. Additional clinics might be conducted during the year based on the need of the Wyoming Coaches. It is a goal of the WCF to offer education classes to all coaches in Wyoming, and offer college and Professional Teaching and Standards Board (PTSB) credits. Most classes needed for Wyoming Coaches Certification as described by PTSB will be available at this clinic.

### Certification Classes Offered

As of this date the certification classes offered are:

- Prevention and Care of Athletic Injuries
- Fundamentals of Coaching
- List of Possible Theory of Coaching Classes
  - Basketball
  - Football
  - Golf
  - Skiing
  - Soccer
  - Softball
  - Swimming and Diving
  - Tennis
  - Track and Field
  - Volleyball
  - Wrestling

The WCF Clinic also offers other non-certifying classes that can benefit coaches. Currently Leadership Trainings for Athletic Directors are being offered to all coaches and athletic directors.

Every attempt is made to provide quality speakers from Wyoming, surrounding states, or even nationally recognized coaches.

The Wyoming Coaching Foundation is not the Wyoming Certifying Body and it is the individual coach's responsibility to make a Coaching Application to the Professional Teaching and Standards Board. However, the WCF Clinic does serve coaches and offers most of the classes needed for certification.

### Clinic Week

The Clinic Week culminates with the "Wyoming Coaching Foundation Awards and Hall of Fame Banquet". This banquet is conducted in conjunction with the Wyoming Sports Official Association and the Wyoming Coaches Association. Recognition of WCF Scholarship Winners, WCF All-Stars and Coaches, Coaching Longevity Awards, National Coaching Recognition, Outstanding Sports Officials, Distinguished Service Awards, Wyoming Coaches Association honors, and other prestigious coaching awards will be presented. Tickets may be purchased at the door.

## **Fees and Schedule**

### ***Fees***

The fees for attending the Wyoming Coaching Foundation Clinic as of this date are as follows:

- \$100 for Theory of Coaching
- \$135 for Care & Prevention
- \$85 for Fundamentals of coaching

### ***Schedule***

- NFHS Fundamentals of Coaching- Sunday
- Care and Prevention of Athletic Injuries- Monday, Tuesday, Wednesday
- Athletic Directors & LTI Courses- Monday, Tuesday
- Theory Classes- Thursday, Friday
- All Star Week- Wednesday, Thursday, Friday, Saturday

\*These days and classes are subject to change, please see the website for more information.

## **Theory of Coaching Class**

### **Example Schedule – WCF CLINIC**

**All Classes at site hotel unless noted otherwise and subject to change, please see website for more information.**

#### Thursday

Session	Time	Topic	Presenter
	8:00-9:00	Registration	WCA/WCF Board
	9:00-10:00	Introduction	WCA/WCF Board
#1	10:00-11:00	General Session	Varies
#2	11:10-12:00	Breakout Session	Sport Specific
#3	1:00-2:00	General Session	Varies
#4	2:10-3:00	Breakout Session	Sport Specific
#5	3:05-4:00	Breakout Session	Sport Specific
#6	4:05-5:00	Breakout Session	Sport Specific

#### Friday

Session	Time	Topic	Presenter
#7	8:30-9:30	General Session	Varies
#8	9:40-10:30	Breakout Session	Sport Specific
#9	10:30-11:30	Breakout Session	Sport Specific
#10	12:00-1:00	General Session	Varies
#11	1:05-2:00	Breakout Session	Sport Specific
#12	2:05-3:00	Breakout Session	Sport Specific
#13	3:05-4:00	Breakout Session	Sport Specific
#14	4:05-5:00	General Session	Varies

# ALL-STAR GAMES

## POLICIES AND PROCEDURES MANUAL

### ALL-STAR HANDBOOK

#### ALL-STAR TEAMS

The Wyoming Coaching Foundation is pleased to sponsor the Wyoming All-Star games.

The All-Star competition is intended to recognize and honor outstanding graduating athletes who, throughout their high school athletic careers have demonstrated exceptional sportsmanlike attitudes as well as have quality character, integrity, and display good citizenship. The student/athlete selection is by invitation and at the complete discretion of the Wyoming Coaching Foundation Executive Board and the All-Star selection committee. The invitation to participate may be revoked at any time.

**THE STUDENT/ATHLETE SELECTION IS BY INVITATION AND AT THE COMPLETE DISCRETION OF THE WYOMING COACHING FOUNDATION AND THEIR SELECTED REPRESENTATIVES. THE INVITATION TO PARTICIPATE MAY BE REVOKED AT ANY TIME.**

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

The following guidelines are intended for coaches involved in nominating and selecting athletes from their respective programs for participation in the Wyoming Coaching Foundation All-Star games. The nominating coach and his/her athletic director will assume complete responsibility for disclosing any and all information pertinent to the nomination of an athlete.

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

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

The following guidelines shall be followed by a sport representative when selecting All-Star participants:

1. Selection of the All-Star athletes is held at their respective culminating events.
2. Representatives from the North will select the North team. Representatives from the South will select the South team.
3. Each representative shall be responsible for getting the nominations from their respective conference and class. If a representative cannot attend the selection meeting a replacement from the conference may be sent to replace him/her.

4. The selection process must include one player from each class. The remainder of the players will be picked as at-large berths.
5. Alternates must be selected and prioritized for each class.
6. The sports representatives will send written congratulations and notifications to selected players and their coaches. The final player list with addresses, phone numbers, and email addresses will be sent to the All-Star Director.
7. The selection committee has the responsibility to consider all nominations sent to them by each classification representative. All information disclosed shall be held in strict confidence.
8. Individual coaches may attend the selection meeting to discuss the nominees, but they may not be present when the voting takes place.
9. In the event schools change classification or conference because of realignment by the WHSAA, the schools will remain in their assigned division, as outlined below.

### **C. ALL-STAR TEAM GEOGRAPHIC PLACEMENT**

*For Basketball and Volleyball*

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

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

#### **SOUTH SCHOOLS/TEAMS**

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

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

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

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

### **E. SELECTION PROCESS –**

#### **OFFICIALS**

All head varsity coaches of their respective sport may nominate and vote for the officials who participate in the All-Star game.

\*All head varsity basketball coaches will also have the opportunity to nominate an official from their sport to be considered for the All- Star 3-Man Officiating Crews. Two separate lists will be compiled – one for girls and one for boys. Names of the nominees will be held in confidence by the All-Star committee. The eligibility of the nominated officials will then be assessed by the All-Star Committee. Following approval of their eligibility, each All-Star head Coach will then select an official from the approved list of nominated officials to participate on the 3-Man crew that will officiate his/her game. The All-Star committee will select the third official.

**Eligibility requirements for Officials:**

1. In order to officiate an All-Star game, officials must be nominated by the Head Varsity Coaches at their All-Star selection meeting.
2. Officials that have officiated an All-Star game within the preceding 3-year period will not be eligible. Exception: this 3-year rule will be waived for any referee that is retiring.

**COACHES**

The nominees of All-Star Coaches will take place at their respective State Culminating Events

Every active coach in Wyoming may nominate a candidate for the All-Star head coach. The All-Star Director or his selected representative will compile a ballot of the nominated candidates and allow each of the active coaches to vote.

All-Star Head Coaches:

- May not have been an All-Star head coach during the past five years;
- May select their own Assistant Coach (who must be from a different class, and has not been an All-Star Assistant coach for the past three years).
- **The Head Coach has the option of selecting one of his/her high school assistants to serve as an “Associate” Coach.**



**CODE OF CONDUCT**

**WYOMING COACHING FOUNDATION**  
**NORTH / SOUTH ALL STARS**

1. Be courteous and respectful to everyone at all times.
2. Respect and appreciate all facilities; pick up after yourself; do not use inappropriate language; no hats in the cafeteria.
3. All players must remain on campus at all times and will not be allowed to leave campus without your coach's permission. Player vehicle keys must be given to your Head Coach upon arrival. Player's use of his/her personal vehicle during the week must be approved by your Head Coach.
4. The use or possession of alcohol, tobacco, drugs or controlled substances are forbidden. Any player using or possessing any of these items during the All Star event will result in immediate dismissal from the team.
5. Respect others belongings, do not take anything that does not belong to you.
6. Keep your room key on your person at all times. Keep your dorm room locked when you are not in the room. You will pay \$30 for lost room keys. Keep screens on the windows.
7. Any damage or misuse of campus property will constitute dismissal from the team; you will be billed for the cost of the repairs.
8. Only All Star players will be permitted in the All Star Rooms. No girls in the boy's rooms and no boys in the girl's rooms. Visitors, parents and friends may meet with All Star players in the dorm lobby.
9. Keep all money and valuables locked up. The WCF and its representatives cannot be responsible for lost valuables and money.
10. Be sure to get proper rest, eat well, and drink a lot of fluids.
11. Report all injuries to the trainer and your coach.
12. Lights out at 11:00 P.M.
13. We want this to be a rewarding week for you – **KEEP A GREAT ATTITUDE!**
14. This is an opportunity for you to display your talent and character.

**GIVE YOUR BEST EFFORT AT ALL TIMES.**

**Any action/behavior by a player, which the All Star Director or WCF Board of Directors considers to be inappropriate representation of an All Star Player, will be grounds for immediate dismissal from the team.**

**WYOMING COACHES FOUNDATION NORTH SOUTH ALL STAR INVITATION**

All Star Director  
Wyoming Coaches Foundation (WCF)

Dear Athlete,

Congratulations! You have been selected to play in the \_\_\_\_\_ WCF North/South All-Star \_\_\_\_\_ Game. This is a tremendous honor and a great experience for you to play with other top players in the State of Wyoming. You and your teammates will need to report to \_\_\_\_\_ College on \_\_\_\_\_. You'll be practicing two or three times per day in preparation for your game. All expenses will be covered by the Wyoming Coaches Foundation (WCF). You will just need to provide transportation to and from the site, bring some personal items and plenty of practice gear.

I am now in the process of collecting information and solidifying the teams. The following information will help you plan your summer in preparation for the All Star Week and secure your spot on the All Star Roster. I will send out additional information as the summer progresses.

- All-Star Week: \_\_\_\_\_.
- Players will check in at site on \_\_\_\_\_.
- The All-Star games will be played on \_\_\_\_\_ @ \_\_\_\_\_.
- All-Star players and All Star coaches will stay at the approved site, room and board is provided by WCF.
- **A \$100.00 refundable deposit payable to "Wyoming Coaches Foundation"** is required to reserve your spot on the All-Star Team and **MUST** be received at the same time as the following information sheet. This deposit will be returned to you at the completion of All-Star Week when your uniform is collected and if no claims have been made for room damage, lost room key, etc.

**DUE DATE:** \_\_\_\_\_

**If your form and deposit is not received by the due date an alternate player will be selected to take your place!!**

**[SEE FORM BELOW](#)**

**DUE:** \_\_\_\_\_

- 
- I Accept the Invitation to participate in the WCF All-Star Week, **Please complete player information portion and submit to \_\_\_\_\_ along with a \$100 deposit.**
  - I Decline the Invitation to participate in the WCF All-Star Week. **Please Email \_\_\_\_\_ ASAP so that a replacement can be contacted.**
-

## Player Information

It is very important that you **print clearly or type your information** so it will appear correctly in any printed material and emails will reach you without delay.

Player's Name: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Best Phone No. to Reach Player: \_\_\_\_\_

Best Phone No. to Reach Parents: \_\_\_\_\_

Best Email Address to Send All-Star Information: \_\_\_\_\_

Player' Height: \_\_\_\_\_

T-Shirt Size: Adult  Small  Medium  Large  XLarge  XXLLarge.

Shorts Size: Adult  Small  Medium  Large  XLarge  XXLLarge.

Position Played: \_\_\_\_\_

Athletic Letters Received: \_\_\_\_\_

Future Plans: \_\_\_\_\_  **\$100 Deposit is enclosed (Make checks payable to "Wyoming Coaches Foundation")**

**--PLEASE RETURN THIS FORM AND \$100 DEPOSIT BY \_\_\_\_\_ --**

**THE ABOVE FORM AND A SCHEDULE OF EVENTS IS ALSO ATTACHED AS A WORD DOCUMENT.**

**Wyoming Coaches Foundation All-Star Week Sample Schedule**

<b>Wednesday</b>			
11:30 – 12:30 PM	Check-In	Coaches & All-Stars (NO Lunch provided)	Residence Hall
12:45 PM	All-Star Meeting		
1:00 PM	Team Meetings		
2:00 – 3:15 PM	Practice #1	South Girls / Boys Basketball South Volleyball	T-Bird Gym Leis. Gym
3:15 – 4:30 PM	Practice #1	North Girls / Boys Basketball North Volleyball	T-Bird Gym Leis. Gym
4:30 – 5:30 PM	DINNER	All-Stars	Cafeteria
6:30 – 8:00 PM	Practice #2	South Girls / Boys Basketball South Volleyball	T-Bird Gym Leis. Gym
8:00 – 9:30 PM	Practice #2	North Girls / Boys Basketball North Volleyball	T-Bird Gym Leis. Gym
<b>Thursday</b>			
7:30-9:00 AM	Practice #3	South Girls / Boys Basketball South Volleyball	T-Bird Gym Leis. Gym
9:00-10:30 AM	Practice #3	North Girls / Boys Basketball North Volleyball	T-Bird Gym Leis. Gym
7:30-9:30 AM	<b>MEDIA/TEAM PICTURES</b>	<b>South Teams/ North Teams</b>	<b>Residence Lobby</b>
11:30-12:30 AM	BRUNCH	All-Stars	Cafeteria
12:45-2:00 PM	Practice #4	South Girls / Boys Basketball South Volleyball	T-Bird Gym Leis. Gym
2:00-3:15 PM	Practice #4	North Girls / Boys Basketball North Volleyball	T-Bird Gym Leis. Gym
3:30 – 6:30 PM	UNION WIRELESS COMMUNITY EVENT	All - Stars	SELECTED LOCATIONS
6:30-10:00 PM	Team Bonding	All-Stars	Your choice
11:00 PM	IN ROOMS/LIGHTS OUT	All-Stars	Residence Hall
<b>Friday</b>			
7:30-9:00 AM	Practice #5	North Girls / Boys Basketball North Volleyball	T-Bird Gym Leis. Gym
9:00-10:30 AM	Practice #5	South Girls / Boys Basketball South Volleyball	T-Bird Gym Leis. Gym
10:30-11:30 AM	BRUNCH	All-Stars	Cafeteria
12:30-1:30 PM	Practice #6	North Girls / Boys Basketball	T-Bird Gym
1:30-2:30 PM	Practice #6	South Girls / Boys Basketball	T-Bird Gym
3:00-4:00 PM	Practice #6	North Volleyball	T-Bird Gym
4:00-5:00 PM	Practice #6	South Volleyball	T-Bird Gym
5:00-6:00 PM	DINNER	All-Stars - Players Only	Cafeteria
6:00-11:00 PM	Team Activity	All-Stars (At Large Reps.)	Bus Casper Mall
<b>Saturday</b>			
7:30-8:30 AM	Practice #7	South Girls / Boys Basketball South Volleyball	Leis. Gym T-Bird Gym
8:30-9:30 AM	Practice #7	North Girls / Boys Basketball North Volleyball	Leis. Gym T-Bird Gym
10:30-11:55 AM	All-Star Awards	All-Stars	Cafeteria
12:00 PM	Check-Out	All-Stars	Residence Hall
1:00 PM	North vs. South Volleyball Match		
3:00 PM	North vs. South Girls' Basketball Game		<b><u>T-Bird Gym</u></b>

## Letter of Congratulations (Example)

Dear All-Star Athlete,

Again, I would like to congratulate you on being selected to participate in the {Date} WCF All-Star Week. Enclosed you will find information about All-Star Week and WCF release forms that need to be completed and returned to me before {Date}. The WCF also needs to have a **copy** of your **{Date} High School Sports Physical**. **A copy can be obtained by contacting your high school Athletic Director and ask them to FAX it to {Phone Number} or Email to: {Email Address}**

WYOMING COACHES FOUNDATION

**ALL-STAR WEEK OUTLINE**

ALL COACHES AND ATHLETES WILL BE STAYING AT THE RESIDENCE HALL AT CASPER COLLEGE.

- **What you will need to bring:**
  - Bedding & Pillow
  - Towels
  - Practice Gear (Shorts, T-shirts, Socks, etc.)
  - HS Game Warm-up
  - Dress Clothes for Awards Brunch
  - Golfers – All golf equipment as well as collared shirts for competition.
- **Meals:**
  - Provided by Casper College Cafeteria & Union Wireless (Pizza Night)
- **Practices:**
  - Basketball and Volleyball teams will be rotating between the CC T-Bird Gym and the Lieshner Gym.
- **Team Bonding Activities:**
  - During down time teams will be able to go to the mall, a movie, mini golf, bowling, etc.
  - Athletes may want to bring some “spending cash”.
- **Personal Vehicles:**
  - All Athletes must turn their car keys into their Head Coach.
  - The Head Coach will be responsible for regulating athletes’ use of their vehicles.
  - All athletes must remain on Campus *unless* accompanied by your Head Coach.

WEDNESDAY

- **Check-In:**
  - **Location:** Residence Hall at Casper College
  - **Time:** 11:30 a.m. – 12:30 p.m.
- **Informational Meeting for all Coaches and Athletes:**
  - **Location:** Lobby of Residence Hall
  - **Time:** 12:45 p.m.
  - **Purpose:** To discuss rules, expectations and procedures of All-Star Week

SATURDAY

- **All-Star Awards Brunch**
    - **Time:** 10:30 am
    - **Location:** Casper College Tobin Dining Hall
      - Athletes and Coaches are reminded to dress nice. No blue jeans, T-shirts or Caps.
      - Sponsors: Union Wireless and Wyoming Coaches Foundation
      - There is no cost for coaches, athletes or their guests
  - **Check-Out**
    - **Time:** 12:00 pm
    - **Location:** Residence Hall
- All-Star Games**
- **Location:** Casper College T-Bird Gym
    - 1:00 p.m. – Volleyball Match

- 3:00 p.m. – Girls' Basketball Game
- 5:00 p.m. – Boys' Basketball Game
  - Each Athlete and Coach will receive 2 complimentary tickets
    - o Additional tickets may be purchased at the door.

Questions or concerns please contact:

- **{Name}**, WCA All-Star Director
  - o Email:
  - o Mailing Address:
  - o Cell Phone:
  - o Fax Number:

**The following forms and documents below must be completed and returned to {Name} on or before {Date}.**

If you have any questions, please contact:

**Grant Patik, WCF All-Star Director**

Email: [gpatik@live.com](mailto:gpatik@live.com)

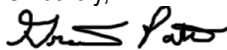
Mailing Address: 96 Park Lane, Buffalo, WY 82834

Home Phone: 307-278-0086

Cell Phone: 307-620-5174

Fax Number: 307-684-8565

Sincerely,



Grant Patik, WCF All-Star Director

**Please read and sign the forms below and submit them to Coach Patik!!**

**(Forms are also attached)**

**CHECK LIST: (PLEASE COMPLETE AND RETURN BY {DATE})**

- Emergency Medical Release Form
- Internet Photo-Information Release Form
- Practice Agreement
- Code of Conduct
- 2018-2019 High School Physical Form
- Awards Banquet Guest Count
- All-Star Plaque Name Request
- Local Newspaper Information

**Nomination, Selection and Dismissal Policy**  
Wyoming Coaches Foundation All-Star

Any action/behavior by a player which the Wyoming Coaches Foundation Executive Board or All-Star Selection Committee deems as inappropriate representation of an All-Star player will prohibit said player from being selected for an All-Star team.

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

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2. Players must meet the residence requirements of the WHSAA.
3. The use or possession of tobacco, alcohol, drugs, or controlled substances are forbidden. Any player using or possessing any of these items at any time from the beginning of the first allowable practice for fall sports of the player's senior year (as set by the WHSAA) until the completion of the All-Star games, will not be considered for selection and will not be allowed to participate.
4. Any player who has been suspended from high school or from an athletic team by his/her respective high school will not be considered for participation on an All-Star team.

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

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

**DUE: JUNE 12, 2019**

WYOMING COACHES FOUNDATION NORTH/SOUTH ALL-STARS

**MEDICAL CONSENT FORM**

---

First Name

Middle Name

Last Name

**CONSENT TO PARTICIPATE**

I/We as legal guardians give our permission for

\_\_\_\_\_ to participate in the Wyoming Coaches All-Star Games, realizing that such activity involves the potential for injury, which is inherent in all sports. I/We acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions these injuries can be so severe as to result in total disability, paralysis or death.

**CONSENT FOR EMERGENCY MEDICAL TREATMENT**

I/We, as legal guardians, give permission for the Wyoming Coaches Foundation and/or Athletic Training Staff to sign for emergency treatment for our child (listed above).

Parents/Guardians will be notified in case of serious illness or injury as quickly as they can be reached, but this will make immediate treatment possible. In case of emergency and parent cannot be contacted please contact:

Athlete's Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Home Phone \_\_\_\_\_

Parent/Guardian Work Phone \_\_\_\_\_

Parent/Guardian Cell Phone \_\_\_\_\_

Physician \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

**ALSO: PLEASE SEND A COPY OF YOUR 2018-2019 SCHOOL ATHLETIC PHYSICAL!!!!**



**DUE: JUNE 12, 2019**

WYOMING COACHES FOUNDATION NORTH/SOUTH ALL-STARS

**PRACTICE AGREEMENT**

I, \_\_\_\_\_ understand that in order to participate in the Wyoming Coaches Foundation North/South All Star Game, I must attend all scheduled practice sessions and scheduled team meetings, stay in the dorm at Casper College, and conduct myself under the WCF CODE OF CONDUCT. The only exceptions to these requirements must be cleared through the Wyoming Coaches All Star Representative, Grant Patik or his designated representative.

Athlete's Signature \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

WYOMING COACHES FOUNDATION NORTH/SOUTH ALL-STARS

**INTERNET PHOTO / INFORMATION RELEASE**

Dear Student Athlete and Parent(s)/Guardian(s):

As the Wyoming Coaches Foundation continues in their efforts to provide student athletes with All-Star athletic events, we have an exciting opportunity to post all-star athletes' photographs/names and athletic achievements on the World Wide Web. This will not only extend our audience but enable us to communicate with others around the world.

In order for the Wyoming Coaches Foundation to publish this information on the World Wide Web, permission must be granted by both the athlete and his/her parent(s)/guardian(s). If you wish to participate in this unique opportunity, please so indicate by signing below and returning the form Coach Grant Patik.

\_\_\_\_\_  
We hereby give the Wyoming Coaches Foundation permission to publish \_\_\_\_\_ (please print athlete's name) photograph, name, and/or athletic achievements on the World Wide Web. We hereby release the Wyoming Coaches Foundation and their representatives and agents from any and all liability resulting from or connected with publication of the athlete's photograph, name, and/or statistics.

\_\_\_\_\_  
Athlete's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**DUE: JUNE 12, 2019**

WYOMING COACHES FOUNDATION NORTH/SOUTH ALL-STARS

**CODE OF CONDUCT**

- 1) Be courteous and respectful to everyone at all times. Think of the consequences of your actions!
- 2) Respect and appreciate all facilities; pick up after yourself; do not use inappropriate language; no hats in the cafeteria.
- 3) All players must remain on campus at all times and will not be allowed to leave campus without your coach's permission. Player vehicle keys must be given to your Head Coach upon arrival. Player's use of his/her personal vehicle during the week must be approved by your Head Coach.
- 4) The use or possession of alcohol, tobacco, drugs, controlled substances, firearms, explosives and fireworks are forbidden. Any player using or possessing any of these items during the All Star event will result in immediate dismissal from the team.
- 5) Respect others belongings, do not take anything that does not belong to you.
- 6) Each Athlete **MUST STAY IN THE ROOM ASSIGNED TO YOU! DO NOT SWITCH ROOMS WITH ANOTHER ATHLETE!** (College Liability Reasons)
- 7) Keep your room key on your person at all times. Keep your dorm room locked when you are not in the room. You will pay **\$100 for lost room keys**. Keep screens on the windows, proper use of elevator is imperative.
- 8) Any damage or misuse of campus property will constitute dismissal from the team; you will be billed for the cost of the repairs.
- 9) Only All Star players will be permitted in the All Star Rooms. No girls in the boy's rooms and no boys in the girl's rooms. Visitors, parents and friends may meet with All Star Player in the dorm lobby. Wyoming Coaches Foundation and Casper College reserve the right to enter residence hall rooms for purposes of inspection.
- 10) Keep all money and valuables locked up. The WCA and its representatives cannot be responsible for lost valuables and money.
- 11) Be sure to get proper rest, eat well, and drink a lot of fluids.
- 12) Report all injuries to the trainer and your coach.
- 13) Lights out at 11:00 P.M.
- 14) We want this to be a rewarding week for you – **KEEP A GREAT ATTITUDE!**
- 15) This is an opportunity for you to display your talent and character – **GIVE YOUR BEST EFFORT AT ALL TIMES.**
- 16) Any action/behavior by a player, which the All Star Director or WCA Board of Directors considers to be inappropriate representation of an All Star Player, will be grounds for immediate dismissal from the team.

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Athlete's Signature

Date

---

Parent/Guardian's Signature

Date

**DUE: JUNE 12, 2019**

WYOMING COACHES FOUNDATION NORTH/SOUTH ALL-STARS

**ALL-STAR AWARDS**

There will be an Awards Brunch **Saturday**, at Casper College in STUDENT CENTER beginning at 10:30 a.m. The Awards Brunch is sponsored by UNION WIRELESS along with the Wyoming Coaches Foundation and is no cost to the All-Star Athletes or their guests.

How many guests will be attending the Awards Banquet (NOT including the athlete) \_\_\_\_\_

**ALL-STAR PLAQUE NAME REQUEST**

Name, as you would like to have it printed on your All-Star Plaque:

\_\_\_\_\_

**LOCAL NEWSPAPER INFORMATION**

A press release will be sent to your local paper announcing the All-Star participants and events.

Name of your local newspaper: \_\_\_\_\_

Sports Editor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address:(required)\_\_\_\_\_

**CHECK LIST: (PLEASE COMPLETE AND RETURN BY: JUNE 12, 2019)**

- Emergency Medical Release Form
- Internet Photo-Information Release Form
- Practice Agreement
- Code of Conduct
- 2015-16 High School Physical Form
- Awards Banquet Guest Count
- All-Star Plaque Name Request
- Local Newspaper Information

**All Forms and Information must be submitted to Coach Patik BEFORE JUNE 12, 2019.**

**Grant Patik**, WCF All-Star Director

**Mailing Address:** 96 Park Lane, Buffalo, WY 82834

**Email:** [gpatik@live.com](mailto:gpatik@live.com)

**Fax Number:** 307-684-8565

**Cell #:** 307-620-5174

**ALL-STAR TEAMS**

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

**THE STUDENT/ATHLETE SELECTION IS BY INVITATION AND AT THE COMPLETE DISCRETION OF THE WYOMING COACHES FOUNDATION AND THEIR SELECTED REPRESENTATIVES. THE INVITATION TO PARTICIPATE MAY BE REVOKED AT ANY TIME.**

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

The following guidelines are intended for coaches involved in nominating and selecting athletes from their respective programs for participation in the Wyoming Coaches Foundation All-Star games. The nominating coach and his/her athletic director will assume complete responsibility for disclosing any and all information pertinent to the nomination of an athlete.

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

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

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

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

**ALL-STAR TEAM GEOGRAPHIC PLACEMENT  
NORTH SCHOOLS/TEAMS**

The following schools will consist of the North Division for the Associations' All-Star games: Cody, Gillette, Thunder Basin,

Kelly Walsh, Natrona, Riverton, Sheridan, Buffalo, Glenrock, Jackson, Lander, Newcastle, Powell, Thermopolis, Worland, Greybull, Hulett, Lovell, Moorcroft, Riverside, Rocky Mountain, Shoshoni, Sundance, Tongue River, Upton,

Wind River, Wright, Arvada-Clearmont, Big Horn, Burlington, Dubois, Kaycee, Meeteetse, Midwest, Normative Services, St. Stephens and Ten Sleep.

## **SOUTH SCHOOLS/TEAMS**

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

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

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

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

## **SELECTION PROCESS – OFFICIALS**

Selection of the All-Star athletes is held in March following the 3A/4A State Tournament. At this time, all Head Varsity Coaches will also have the opportunity to nominate an official from their sport to be considered for the All-Star 3-Man Officiating Crews. Two separate lists will be compiled – one for Girls and one for Boys. Names of the nominees will be held in confidence by the All-Star committee.

The eligibility of the nominated officials will then be assessed by the All-Star Committee. Following approval of their eligibility, each All-Star Head Coach will then select an official from the approved list of nominated officials to participate on the 3-man crew that will officiate his/her game. The All-Star committee will select the third official.

### **Eligibility Requirements for Officials:**

1. In order to officiate an All-Star game, officials must be nominated by the Head Varsity Coaches at their March meeting.
2. Officials that have officiated an All-Star game within the preceding 3-year period will not be eligible. *Exception: This 3-year rule will be waived for any referee that is retiring.*

## **CRITERIA FOR SELECTING COACHES.**

The selection of All-Star Coaches will take place at the State Culminating Event (State Basketball Tournament, State Volleyball Tournament, and the Stat Golf Championships)

### **All-Star Head Coaches:**

- May not have been an All-Star head coach during the past five years;

- May select their Assistant Coach (who must be from a different class, and has not been an All-Star Assistant coach for the past three years).
- **The Head Coach has the option of selecting one of his high school assistants to serve as an “Associate” Coach.**

In golf, basketball and volleyball, every active coach in Wyoming may nominate a candidate for the All-Star head coach. Nominations will be accepted at the State Culminating event. The All-Star Director or his selected representative will compile a ballot of the nominated candidates and allow each of the active coaches to vote.

# SCHOLARSHIP

## PROCEDURES MANUAL

### WCF SCHOLARSHIPS

The WCF will offer athletic scholarships to graduating senior athletes from every school in Wyoming. Application process and procedures will be sent to every athletic director in the state. The amount of money given to award winners will be determined according to the amount of scholarship money available. The scholarship may be used for any college, university, or trade school of their choice.

The awarded money will be sent directly to the college, university, or school of their choice. **It is imperative that the applicant provides the correct address of the office at your college that receives external scholarships. Sometimes that is a foundation, sometimes it is the office of financial aid.** This information is to be filled in on their application. The Treasurer of the WCF will send the check directly to that address.

Entry Requirements:

- Personal Information with current GPA (through fall semester)
- A detailed list of All-State Athletic Honors
- A detailed list of Academic Honors
- A detailed list of Community Service History
- A letter of recommendation from a High School Coach
- College that you have been accepted to and plan to attend complete with registrars address.
- An essay (of no more than one page) on personal goals, career goals, including how you will use the scholarship money to get started on your path to achieving your goals. Include any other information that might be helpful. THIS MUST BE TYPED ON A SEPARATE PIECE OF PAPER.

Applicants will be evaluated on the above listed requirements. A Committee (3 or 5) will be made up of impartial coaches who will score your entry according to a rubric. No coach or parent who has an athlete or son/daughter applying for this scholarship will be on this Committee. The entry becomes the property of the WCF Scholarship Committee and it will not be returned to you. The decisions of the judges are confidential and final.

The deadline for submitting the applications to the WCF Executive Secretary/Treasurer is May 1st of each year. Announcement of scholarship winners will be at the Wyoming Coaching Foundation Awards Banquet in July.

**WYOMING COACHING FOUNDATION SCHOLARSHIP APPLICATION**

(Only completed applications will be considered)

Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Parent(s)/Guardian(s) Last \_\_\_\_\_ First \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of High School \_\_\_\_\_

High School G.P.A. \_\_\_\_\_ ACT Score \_\_\_\_\_ SAT Score \_\_\_\_\_

List sports participated in and number of varsity letters earned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Athletic **“All-State”** honors that you have received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List academic honors that you have received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List service to your community in which you have participated in.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College You Have Been Accepted to and Plan to Attend. \_\_\_\_\_

Address for External Scholarships \_\_\_\_\_

Attach **ONE** typewritten page describing your career goals, additional information that may be helpful, and **ONE LETTER** of recommendation from any of your high school coaches.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Nominating Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications must be submitted NO later than May 1st.**

**Send e-mail nominations to:**

[wcawcf1922@gmail.com](mailto:wcawcf1922@gmail.com)



## WCF SCHOLARSHIP

Applicants Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

CATEGORY	POINT VALUE	SCORE
GPA	3.61 – 4.0	5 points
	3.21 – 3.60	4 points
	2.81 – 3.20	3 points
	2.41 – 2.80	2 points
	2.01 - 2.40	1 point
	below 2.00	0 points
ACT / SAT Scores	<b>ACT/SAT</b>	
	32 / 2080 up	5 points
	27-31 / 1800-2079	4 points
	22-26 / 1510-1799	3 points
	17-21 / 1210-1509	2 points
16 / 1200 down	1 point	
Athletic Letters Received	8 and above	5 points
	6 or 7	4 points
	4 or 5	3 points
	2 or 3	2 points
	1	1 point
All – State Honors	8 and above	5 points
	6 or 7	4 points
	4 or 5	3 points
	2 or 3	2 points
	1	1 point
Academic Honors	8 and above	5 points
	6 or 7	4 points
	4 or 5	3 points
	2 or 3	2 points
	1	1 point
Community Service Activities	8 and above	5 points
	6 or 7	4 points
	4 or 5	3 points
	2 or 3	2 points
	1	1 point
Reference from High School Coach	Evaluation	0- 5 points
Essay	Essay on personal goals, career goals, including how the applicant will use the scholarship money to achieve his/her current goals	1 – 10 points
WCA/WCF Parent Service		0-5 points
College Accepted / and going to		2 points
External Scholarship Address		2 points
Application Complete		1 point
<b>TOTAL POINTS</b>		<b>/55</b>

Parents Name(s) (Last) \_\_\_\_\_ (First) \_\_\_\_\_