

2013 - 2014



**Softball I
Coaches
Packet**

TABLE OF CONTENTS

The Interscholastic Softball Program February [Online](#)

Softball Bulletin	3
Rule Clinic Schedule	5
Rule 127-3-26-Softball	6
Interpreters' Clinic Bulletin	7
NOCSAE Helmet Information	8
Softball Lineup Card	12
State Tournament Program Information (High School Only)	14
WVSSAC State Tournament Rooming List Information (High School Only)	15
WVSSAC Rooming List-Softball (High School Only)	16
My PIN! How Do I Get It? (High School Only)	17
Entering Coaches Evaluations Online (High School Only)	17
Coaching Reminders	18
Practice Rule/WVSSAC Rule 127-2-13	19
Ejection Rule/Bench Clearing Policy	20
WVSSAC Return To Play/Concussion Protocol	21
NFHS-A Parent's Guide to Concussion in Sports	22
Concussions	26
NFHS Concussion In Sports-What You Need To Know	27
Recruitment and Suspension Guidelines	28
Spectator Support Information	29
Game Suspension Guidelines (Lightning)	30
Body Fluids Handling Procedures	31
Ways to Prevent Skin Infections	33
WV Department of Health and Human Resources (MRSA)	34
WVSSAC Heat Acclimatization and Heat Illness Prevention Position Statement	36
Heat Index	37
A Fact Sheet for Parents - Concussions	38
WVSSAC Concussion Report	39

For additional information related to sports medicine issues concerning athletic participation, please click the "Sports Medicine" tab on the opening page of our website.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494
FAX NUMBER: 304-428-5431

E-MAIL: wvssac@wvssac.org
WEB SITE: www.wvssac.org



BULLETIN

TO: Softball Coaches
FROM: Kelly Geddis, CAA, Assistant Executive Director
DATE: January 2014
SUBJECT: 2013-2014 Softball

Points of Emphasis:

1. Important dates for Softball:
 - a. Season starts Monday, **March 3, 2014**
 - b. Schedules due online - **March 12, 2014**
 - c. First contest may be played - **March 19, 2014**
 - d. Sectional: - **May 5, 2014 - May 10, 2014**
 - e. Semi-Final Regional - **May 15, 2014; Rain Date: May 16, 2014**
 - f. Final Regional - **May 22, 2014; Rain Date: May 23, 2014**
 - g. State Tournament - **May 28 and 29, 2014; - Rain Date: May 30, 2014**

TOURNAMENT DATES CANNOT BE CHANGED

2. Eligibility Certificates are due online no later than the date of the first contest according to the standardized calendar. **Failure will result in a \$25 fine and forfeit of all contests played.**
3. 2013-2014 Softball Schedules must be posted online by **March 12, 2014.** Our web address is www.wvssac.org.
4. Please review the WVSSAC Softball Program from the February issue of [*The Interscholastic*](#) for more information about the softball program. Please check ***The Interscholastic*** "online" for changes and updates periodically.
5. The Wilson 9011BSST-NFHS Optic Yellow-Red Stitch Raised-12"/.47Core and 375 Compression softball is the WVSSAC official ball. This ball is required for all regular season and tournament play. The NFHS authenticating mark must be on all balls.
6. All bats shall meet the ASA bat performance standard and shall be embossed with the permanent ASA approved certification mark. Refer to asasoftball.com for current approved and banned bat list.
7. Coaches' Apparel-Refer to [*The Interscholastic*](#)
Players' Uniform-Refer to [*The Interscholastic*](#)
8. Officials for the sectional, semi-regional, regional, and state tournaments must be registered **Class I or II** officials unless written approval is given by WVSSAC. All attempts must be exhausted to obtain Class I or Class II officials before approval can be given to use a Class III.
9. ***Coaches' Rating of Officials Online Only*** (high school varsity only):
High School varsity coaches must rate all varsity home and away contests if WV officials are used.
Sectional, regional, and state tournaments must also be rated.

Please read the informational sheet enclosed on how to evaluate officials online. If you have questions or need help please do not hesitate to contact this office.

The Board of Directors has approved the suspension of any coach who fails to submit these forms or to pay the fine within the designated time line. This organization wants to make every effort not to suspend a coach or impose monetary penalties which affect your school finances. Therefore, if you have a change in your schedule (cancellations, etc.,) update your softball schedule online.

Failure to comply with the Coaches Evaluations of Officials online will result in a \$10.00 fine per game and the courtesy and identification cards will be withheld from the school.

10. Sportsmanship

A. Rule 127-4-3 Code for Interscholastic Athletics - -Coaches are hereby notified to carefully review this rule with special emphasis on **3.8**. The first high school softball ejection would result in a three (3) game suspension; the first junior high/middle softball ejection would result in a two (2) game suspension.

Suspension/Recruitment Policies- Carefully review the enclosed rule clarifications and contact me if you have questions.

- 11. **Head Trauma Guidelines** – Refer to the approved Return to Play/Concussion Protocol. RTP refers to return to play and return to practice. The appropriate health care professional will determine when a concussed athlete may return to participation.
- 12. **Use of Drugs, Medication or Food Supplements by Athletes** - It is the philosophy of the National Federation and the WVSSAC that students be encouraged and supported in their efforts to develop and maintain a healthy lifestyle. In promotion of safety and healthy lifestyles, the WVSSAC Sports Medicine Committee requests that coaches assume the responsibility of informing athletes that the use of such substances should be discontinued especially during the times when dehydration may occur and the potential of life threatening consequences.
- 13. **Injury/Participation Procedure at WVSSAC Championship Events** - Medical personnel (athletic trainers) will have the jurisdiction concerning the return of a player to competition after an injury.
- 14. **National Federation Part I Rules Examination: No longer required for coaches.**
- 15. **Dugout Personnel - Sectional, Regional and State - Each team shall be allowed a maximum of twenty-two (22) school/team personnel in the dugout or on the bench.**

KG/ag

**2013-2014
SOFTBALL RULES CLINICS**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
Feb. 1	Interpreters' Clinic Parkersburg (WVSSAC)	1:00 p.m.	Kelly Geddis
Feb. 1	Parkersburg (WVSSAC)	1:00 p.m.	Kelly Geddis
Feb. 3	Logan H. S.	6:00 p.m.	Roger Gertz
Feb. 5	Huntington H. S.	6:00 p.m.	Bruce Senior
Feb. 6	Wheeling Park H. S.	6:00 p.m.	Dwayne Rodgers
Feb.8	Hedgesville H. S.	9:00 a.m.	Ron Allen
Feb. 8	Frankfort	12:30 p.m.	Kevin Shupe
Feb. 10	Woodrow Wilson H. S. Beckley	6:00 p.m.	Tim Carrico
Feb. 11	Capital H. S. – Charleston	6:00 p.m.	Clinton Giles
Feb. 13	Robert C. Byrd H. S.	6:00 p.m.	Steve Gibson
Feb. 17	*WVSSAC Office *Make-up Clinic - \$10.00 Fee	5:00 p.m.	Kelly Geddis

SCHOOLS: The **Head Coach** shall be **required** to attend any sports rules clinics which are sponsored by this Commission in his/her coaching assignment. Schools failing to have a head coaching position filled at the time of the clinic will be required to have a school representative present at the rules clinic. An individual can only represent one school unless he/she is head coach at both schools. In a 9-12 school, both the varsity and 9th grade coach are required to attend. Failure to have a representative at one of the above clinics will result in a \$50.00 fine.

The clinic attendance requirement will not be granted if the coach or representative is late in excess of 10 minutes.

§127-3-26. Softball.

26.1. Rules: Softball rules published by the National Federation of State High School Associations are the official rules for all interscholastic competition unless otherwise provided by Commission modifications.

26.2. Organized Team Practice: Organized team practice will begin on Monday of Week 35 and the first contest may be played on Wednesday of Week 37.

26.3. Length of Season: The softball season will end for each team by WVSSAC tournament elimination.

26.4. Maximum Team Contests: A softball team will be permitted to play no more than 32 exclusive of sectional, regional and state contests.

26.5. Scrimmages: Two softball scrimmages with another high school may be conducted. See Glossary.

26.6. Individual students of a team must have practiced on 14 SEPARATE days, exclusive of the day of a contest, before participating in an interscholastic contest.

26.7. Student Participation:

26.7.1. A student may not play or practice on a non-school softball team while a member of the school team.

26.7.2. A student shall not participate in more than 32 games in one season, exclusive of sectional, regional and state tournament contests. Serving as a "courtesy or pinch runner" is not considered "participation" in a game.

26.8. A student may accept awards only in WVSSAC sanctioned events during the season of that sport. These awards must be consistent with the items specified in the Awards Rule. Students may accept only this same type of an award in non-sanctioned event outside the sport season.

26.9. *Middle School/9th Grade* - The above will apply for Middle School/9th Grade with the following adaptations:

26.9.1. Middle school/9th grade teams may play 18 games including tournaments sanctioned by the WVSSAC.

26.9.2. Middle school/9th grade season will be completed by Saturday of Week 45.

26.9.3. Middle school/9th grade teams are permitted one (1) scrimmage. See Glossary.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494
FAX NUMBER: 304-428-5431

E-MAIL: wvssac@wvssac.org
WEB SITE: www.wvssac.org



BULLETIN

TO: Softball Officials' Board, Coaches, & Officials
FROM: Kelly Geddis, CAA, Assistant Executive Director
DATE: January 2014
SUBJECT: Interpreters' Clinic

The 2014 Softball Interpreters' Clinic will be held at the WVSSAC office in Parkersburg beginning at 1:00 p.m. on Saturday, February 1, 2014. Each local officials' board must send at least one WV registered official to represent its board in order to be considered for working the State Softball Tournament. Anyone who attends the interpreters' clinic shall receive one local meeting credit plus credit for the WVSSAC State Clinic. No fees are required, only snacks will be provided.

2014 SOFTBALL INTERPRETERS CLINIC Saturday, February 1, 2014 1:00 P.M.

The following person(s) will represent the local association or school on Saturday, February 1, 2014. Also, please list other officials and coaches who will attend.

Local Board: _____ Secretary: _____

Coach: _____ High School: _____

Official: _____ Address: _____

Official: _____ Address: _____

Official: _____ Address: _____

****Please return to the WVSSAC office by January 27, 2014****

NOCSAE Manual Helmet Information

NOCSAE Licensed Reconditioners

Licensed reconditioners themselves test used helmets to the original standard applicable when the helmet was new.

The NOCSAE helmet standards are voluntary test standards that have been developed to reduce head injuries by establishing requirements of impact attenuation for football helmets/face masks, baseball/softball batting helmets, baseballs and softballs, and lacrosse helmets/face masks. These standards are adopted by various regulatory bodies for sports, including the National Collegiate Athletic Association (NCAA) and the National Federation of State High School Associations (NFHS).

NOCSAE continually studies all types of helmets and test conditions, and the severity of the tests will be changed when credible evidence is presented that such changes will affect injury reduction.

The NOCSAE helmet standard is not a warranty, but simply a statement that a particular helmet met the requirements of performance tests when it was manufactured or reconditioned. For football helmets, NOCSAE does recommend that the consumer adhere to a program of periodically having used helmets recertified. Because of the difference in the amount and intensity of usage on each helmet, the consumer should use discretion regarding the frequency with which certain helmets are to be recertified.

Those helmets which meet the NOCSAE standard must bear the seal, "Meets NOCSAE standards" and the logo for that type of helmet. The seal and the logo are permanently branded on the outside rear portion of the helmet.

The NOCSAE standard does not require the use of specific brand name replacement parts when helmets are reconditioned. Neither the test nor the performance standard call for any specific materials or designs. The standard speaks only to the performance of the helmet when new, or after reconditioning and recertification.

NOCSAE Licensed Reconditioners

(List Available: <http://www.naera.net/members.htm>)

ACE RECONDITIONERS

ADAMS, U.S.A.

ALL SPORT SERVICES

ATHLETIC EQUIPMENT REPAIR CORP

ATHLETIC RECONDITIONING, INC.

ATHLETIC SUPPLY

AUSTIN ATHLETIC MFG. CO.

CAPITOL VARSITY SPORTS

CLEAN GEAR USA

CONTINENTAL ATHLETICS

E&R ATHLETICS

EXECUTIVE DIRECTOR

GRIDIRON, INC.

GUNTHERS ATHLETIC SERVICE

HARCO RECONDITIONERS

J&H ATHLETIC EQUIPMENT RECONDITIONING

MAXLETCS SPORTS LLC

MERCURY SPORTS

PROLINE, INC

RIDDELL/ALL AMERICAN

SCHUTT SPORTS

SPORT SYSTEMS, INC.

SCHUTT RECONDITIONING EASTON

SPORTSMAN'S RECONDITIONING

STADIUM SYSTEM, INC.

SUNVALCO ATHLETIC

TUCKER MFG CO, INC.

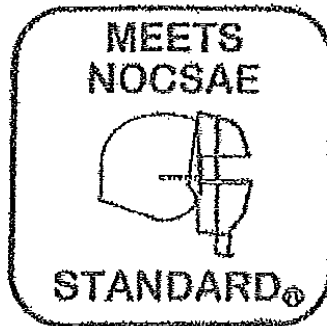
XENITH

NOCSAE Catcher's Helmet and Mask Certification Information

Beginning January 1, 2003, the NOCSAE standard for a catcher's headgear is in effect. The NOCSAE standard for a catcher's helmet and mask only applies to products where the helmet and face guard (mask) are attached together by some means, either permanent means or something as simple as Velcro. It is not possible for a catcher's face guard (mask) or a catcher's helmet to be NOCSAE tested and certified as individual units. If however these individual units are used together in a combination intended by the manufacturer(s), they have to be tested together to the NOCSAE standard in that combination in order to be legal. Remember the face guard (mask) portion must attach to the helmet, and only the helmets will have the NOCSAE stamp. This means that it will be virtually impossible for umpires on the field to determine if different manufactured components have been tested and certified together.

If the umpires have any doubt regarding the legality of any combination, then the umpires shall require the head coach to provide written documentation verifying the legality of that combination in question. The written verification shall include a statement indicating that the individually manufactured components of the combination have been tested and certified together as called for in the standard. Any helmet and mask combination that has been manufactured together as a single unit (hockey style helmets) and has been certified to meet the NOCSAE standard will have their stamp on it. Umpires can then tell if it is a legal helmet by the identifying stamp.

Manufacturer Certifies



Baseball/Softball Catcher's Helmet

The NOCSAE® Baseball/Softball Catcher's Helmet standard was first published in 1998. Manufacturers began making helmets to meet the NOCSAE® standard in January 1999.

This new standard requires a "full coverage" helmet with a faceguard attached. It is possible to use a helmet from one manufacturer with another manufacturer's faceguard, provided they are attached in some manner and the resulting particular combination is tested as a unit and found to meet the standard. This information should be provided in the literature that accompanies each product. The information stating that a particular combination meets the standard is required to be included in the literature for each of those components.

The consumer can readily identify certified helmets and faceguards by the seal "Manufacturer Certifies Meets NOCSAE Standard®" permanently affixed on the outside portion of each helmet. The standard applies to both traditional helmet and mask combinations, as well as the newer single piece design.

Lacrosse

A standard for the lacrosse helmet and facemask was published by NOCSAE® in 1986, and was adopted by the NCAA, the National Federation of State High School Associations (NFHS) and other regulatory groups. The consumer can readily identify certified helmets by the seal "Manufacturer Certifies Meets NOCSAE Standard®" permanently affixed on the outside portion of each helmet.

Ice Hockey

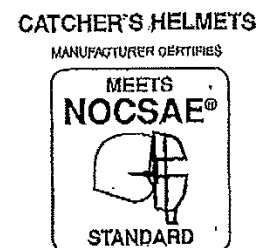
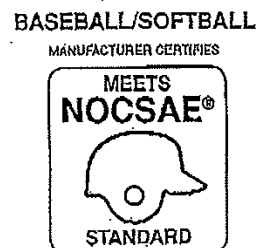
NOCSAE published a standard for Ice Hockey helmets in 2004, following research into the performance of Ice hockey helmets when tested to the NOCSAE lacrosse helmet standard. Although there are many similarities between the play in lacrosse and ice hockey, including the use of a stick and an object propelled at very high velocities, there are unique impact risks with each sport, not the least of which is the presence of very hard surfaces in ice hockey. The standard has not yet been incorporated into the rules of play for any governing body, but an organization that certifies ice hockey equipment is considering whether to utilize this standard as part of its independent certification process.

Polo

A Polo helmet standard was first published by Dr. Volgt Hodgson in the early 1980s. That standard was revised and republished in 2004, with clarifications and modifications. Though the sport is played by a small number of participants, polo riders face extreme head injury risks from mallets and balls, as well as falls from their horses.

Helmet Logos

The helmet logos that must be displayed on the rear outside portions of all certified helmets are as shown:



Baseball/Softball Batter's or Catcher's Helmet

A number of guidelines are in place, to assist persons responsible for the inspection of and repair/maintenance of helmets. The following list is not intended to cover every observation. It is recommended that a periodic inspection be made of all helmets.

Suggested Inspection Check List

EXTERIOR:

Check helmet fit for agreement with manufacturer's instructions and procedures

Examine shell for cracks, particularly noting any cracks around holes (where most cracks start) Replace any shells that have cracked.

DO NOT USE A HELMET WITH A CRACKED SHELL.

Examine all mounting rivets, screws, Velcro® and snaps for breakage distortion and/or looseness Repair as necessary.

Read instructions provided by manufacturer regarding care and maintenance procedures Always follow these instructions

If the helmet has a facemask attached, make sure it is a mask that has been certified to that particular helmet. A list of matched helmets should be provided with the facemask when purchased. unless the mask came with the helmet as a new set

CAUTION:

Only paints, waxes, decals or cleaning agents approved by the manufacturer are to be used on any helmet. It is possible to get a severe or delayed reaction by using unauthorized materials, which could permanently damage the helmet shell and affect its performance and durability.

LAYERS:

Inspect your particular helmet prior to each usage as follows:

EXTERIOR: Padded Style

Check foam padding for proper placement and any deterioration. Check for cracks in the vinyl/rubber covering of air, foam and liquid padded helmets.

Check that the protective system or foam padding has not been altered or removed

3 Examine for helmet completeness and replace any liner parts which are missing or have become damaged or deteriorated

4 Replace jaw pads when damaged. Check for proper installation and fit.

If any of the above inspections indicate a need for repair and/or replacement notify your coach immediately. This is your responsibility.

**NEVER WEAR
A DAMAGED HELMET!**

Other Considerations

In addition to compliance with the testing protocol and performance standards, NOCSAE® recommends that a helmet inventory system be adopted so that the age, usage and reconditioning frequency for each helmet can be followed. It is also recommended that football and lacrosse helmets be reconditioned and recertified as frequently as is feasible, depending on usage, condition and age of the helmet.

There is no NOCSAE standard that requires recertification of any helmet. Some helmet manufacturers may require that their helmets be reconditioned and recertified on a particular frequency as a condition of maintaining warranty coverage, or to extend the useful life of the helmet, but such recertification is not required or mandated by NOCSAE

NOCSAE NON-HELMET STANDARDS

Soccer Shinguards

In 2002, at the request of the NCAA and the NFHS, NOCSAE began investigating the performance parameters for soccer shinguards as related to impact forces experienced in games and practices, as well as lower leg coverage and fit. Following a long review and comment period, a final standard was published in June 2006, and became effective in June 2007

Initially the standard was incorporated into the rules of play from the NCAA and the NFHS, and as of the fall of 2008, shinguards certified to the NOCSAE standard will be required for all participants in games governed by the published rules of the NCAA and the NFHS

SOFTBALL OR BASEBALL LINEUP CARD

School: _____

Opponent: _____

(Circle One)

Date: _____ Home Visitor

Order	Pos.	No.	STARTERS	No.	SUBSTITUTES
			Name		Name
1					
2					
3					
4					
5					
6					
7					
8					
9					

SOFTBALL OR BASEBALL LINEUP CARD

School: _____

Opponent: _____

(Circle One)

Date: _____ Home Visitor

Order	Pos.	No.	STARTERS	No.	SUBSTITUTES
			Name		Name
1					
2					
3					
4					
5					
6					
7					
8					
9					

SOFTBALL OR BASEBALL LINEUP CARD

School: _____

Opponent: _____

(Circle One)

Date: _____ Home Visitor

Order	Pos.	No.	STARTERS	No.	SUBSTITUTES
			Name		Name
1					
2					
3					
4					
5					
6					
7					
8					
9					

SOFTBALL OR BASEBALL LINEUP CARD

School: _____

Opponent: _____

(Circle One)

Date: _____ Home Visitor

Order	Pos.	No.	STARTERS	No.	SUBSTITUTES
			Name		Name
1					
2					
3					
4					
5					
6					
7					
8					
9					

WEST VIRGINIA SECONDARY SCHOOL
 ACTIVITIES COMMISSION
 2875 Staunton Turnpike
 Parkersburg, WV 26104

SUBSTITUTES	
No.	Name

ALL OF MY PLAYERS ARE EQUIPPED
 ACCORDING TO THE RULES

Signature of Coach _____
 Umpire to complete at conclusion or point of suspension

Time Started _____ Ended _____ Innings _____
 Score _____ Signature _____

CONFERENCES

1 2 3 4 5 6 7 8 9

OFFENSE									
DEFENSE									

WEST VIRGINIA SECONDARY SCHOOL
 ACTIVITIES COMMISSION
 2875 Staunton Turnpike
 Parkersburg, WV 26104

SUBSTITUTES	
No.	Name

ALL OF MY PLAYERS ARE EQUIPPED
 ACCORDING TO THE RULES

Signature of Coach _____
 Umpire to complete at conclusion or point of suspension

Time Started _____ Ended _____ Innings _____
 Score _____ Signature _____

CONFERENCES

1 2 3 4 5 6 7 8 9

OFFENSE									
DEFENSE									

WEST VIRGINIA SECONDARY SCHOOL
 ACTIVITIES COMMISSION
 2875 Staunton Turnpike
 Parkersburg, WV 26104

SUBSTITUTES	
No.	Name

ALL OF MY PLAYERS ARE EQUIPPED
 ACCORDING TO THE RULES

Signature of Coach _____
 Umpire to complete at conclusion or point of suspension

Time Started _____ Ended _____ Innings _____
 Score _____ Signature _____

CONFERENCES

1 2 3 4 5 6 7 8 9

OFFENSE									
DEFENSE									

WEST VIRGINIA SECONDARY SCHOOL
 ACTIVITIES COMMISSION
 2875 Staunton Turnpike
 Parkersburg, WV 26104

SUBSTITUTES	
No.	Name

ALL OF MY PLAYERS ARE EQUIPPED
 ACCORDING TO THE RULES

Signature of Coach _____
 Umpire to complete at conclusion or point of suspension

Time Started _____ Ended _____ Innings _____
 Score _____ Signature _____

CONFERENCES

1 2 3 4 5 6 7 8 9

OFFENSE									
DEFENSE									

STATE CHAMPIONSHIP PROGRAMS

GOAL: *To provide a quality program for all championship events*

WHAT: *Softball State Championship Program*

DEADLINE: *Submit Upon Winning The Sectional Tournament*

Online Submission Only-(School Information-Roster-Schedule)

Connect to www.wvssac.org click on "Admin Login" in the upper right corner of home page

Once that page opens go to "School Administrators Login"

Type in your "School ID" and "Password"

Click on "Submit Roster". Select Sport "Softball"

Complete the "School Information Page". Click "Update/Continue"

Complete the Roster (Update/Save)

If a student is not dressing for the tournament just omit their number.

If you don't find a student, go to the Eligibility Form and add the name and return to the Roster and click "ReSync"

Note: The ReSync button feature has been added to update all names on the active Eligibility Form

Save all changes to the Roster

Click on "Home" then "Submit Schedules" to update your schedule

Click on "Submit Scores" to enter your scores

Items Needed if you desire a Team Page:

Team Picture

Individual Head Coaches' Picture

**Team Page Sponsor-\$125*

**Please contact a business or the boosters club concerning sponsoring this page or provide this office with the name of a potential sponsor. Ad is about the size of a business card which oftentimes is used.*

Submit To: *C.W. Powell*

WVSSAC

2875 Staunton Turnpike

Parkersburg, WV 26104

Phone (304) 485-5494

Fax (304) 428-5431

Email: Butch.Powell@wvssac.org

(Not all pictures can be opened please call to verify pictures received)

Do NOT Fax Pictures

Regional Tournament Directors are to give a copy of this Rooming List Information Sheet and the Rooming List to the coach of each state qualifier.

WVSSAC STATE TOURNAMENT ROOMING LIST INFORMATION

Please complete the rooming list for this year's State Tournament. Area hotels/motels usually provide rooms at a special rate to those teams and parents attending the State Tournament. Payments for teams must be made in full by a **school check** (not personal) for all expenses.

Reservations must be made as early as possible. When speaking with the hotel/motel contact, please be sure to identify your school name and indicate that the reservations are for the state tournament.

Please check the website for the approved list of hotels/motels who will provide rooms for your sport state tournament.

Please complete the WVSSAC State Tournament Rooming List and fax a copy to the WVSSAC upon the completion of the Regional Tournament.

Hotel / Motel Policy

Effective with the 2010-2011 school year, member schools that are eligible to receive reimbursement for lodging at state championship sites **MUST** be housed at hotel/motel sites that participate in a cooperative agreement with the WVSSAC. *(Member schools will be notified by information posted on the WVSSAC website and material included in the sport specific coaches packets as to which lodging sites have entered into an agreement with the WVSSAC.)*

Schools that choose to use unapproved lodging sites will not receive any reimbursement.

----- High School Only -----
WVSSAC STATE TOURNAMENT ROOMING LIST

School Name _____ Sport **Softball**

Address _____

Phone # _____

Principal _____

Athletic Director _____

Coach _____

Person In Charge of Supervision _____

Hotel/Motel Name _____

Coach Cell Phone _____ E-mail _____



* List each person who will be staying in each room and his/her official capacity. (Coach or Player)

* Reservations should be made as early as possible.

* After making reservations, send a copy of the room list to the WVSSAC office (Fax 304-428-5431) and to the hotel/motel contact person. If any changes are made to the room list, a revised copy should be submitted to the hotel/motel management immediately upon arrival.

Room #1	Name	Official Capacity	Room #9	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #2	Name	Official Capacity	Room #10	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #3	Name	Official Capacity	Room #11	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #4	Name	Official Capacity	Room #12	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #5	Name	Official Capacity	Room #13	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #6	Name	Official Capacity	Room #14	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #7	Name	Official Capacity	Room #15	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

Room #8	Name	Official Capacity	Room #16	Name	Official Capacity
1.	_____	_____	1.	_____	_____
2.	_____	_____	2.	_____	_____
3.	_____	_____	3.	_____	_____
4.	_____	_____	4.	_____	_____

- - - - - High School Only - - - - -

My PIN! How Do I Get It? - High School Coaches Only!

For High School Sports: Football, Volleyball, Soccer, Basketball, Wrestling, Softball and Baseball

1. Go to www.wvssac.org
2. Click "Admin Login" (Located at the top right hand corner)
3. Click on "Coaches Login Click Here"
4. In the PIN box type `wvcoach` then click "Continue"
5. From the drop down box select your School and Sport
6. If the School, Sport, Head Coach, and Athletic Director listed is correct, click "OK". If not, click "Exit"

REMEMBER: DO NOT USE PIN FROM LAST YEAR

Entering Coaches Evaluations Online

- Step 1 - Log onto www.wvssac.org
- Step 2 - Click "Admin Login" (Located at the top right hand corner)
- Step 3 - Click on "Coaches Login Click Here"
- Step 4 - Type in your PIN on the Coaches Management Page and Click "Continue"
- Step 5 - Select "Enter Coach's Report"
- Step 6 - Enter Opposing School (Note: For Out-of-State or Non-Member Schools select "Non-Member School" from the drop down list)
- Step 7 - Enter "Score"
- Step 8 - Enter "Game Date"
- Step 9 - Check "Certified by Head Coach"
- Step 10 - Enter the Officials' Registration Number
- Step 11 - Click "Find"
- Step 12 - Select "Position"
- Step 13 - Then Rate the Official
- Step 14 - Then select "Next" to enter the next officials' number
- Step 15 - Repeat steps 10-13 until all officials for that contest have been rated
- Step 16 - Click "Save"
- Step 17 - You will return to the Coach Management Page and select "Enter Coach's Reports" for your next contest/game.

Coaches must evaluate officials in all contests, meets or matches. Failure to evaluate officials will result in fine(s), suspension and C&I cards for all school personnel being withheld until fines are paid.

It is also the coaches' responsibility to make sure his/her schedules on the SSAC website are updated on a regular basis and at the end of his/her sports season. If you have questions or concerns, please contact the SSAC office at 304-485-5494.



COACHING REMINDERS



Practice: Team members must have 14 practices on 14 separate days - 7 days sports specific if participating in another sport during the same sports season. A student must have 7 days of practice if coming from one sports season into the next sports season without interruption of school days. Only students enrolled in the specific member school and a member of team is allowed to practice. Rule 127-2-13.

Sunday Contests: Contests or practice on Sunday is prohibited. Practice refers to any group or individual meeting to view films or activity associated with the activity of that sports season. Rule 127-3-14.

Physical Exam: Team members must have Athletic Participation/Parental Consent/Physician's Certificate form completed and on file before beginning practice. Rule 127-3-3. (Must be on or after June 1st.)

All-Star Competition: Any student completing athletic eligibility at the end of current school year because of age or completion of semesters of eligibility may play in one (1) all-star game upon conclusion of the season without loss of eligibility for balance of year. Rule 127-3-4.

Awards: Team members can accept awards from school sponsoring a sanctioned event or the school. Wearing apparel, championship rings, equipment, athletic goods are prohibited from any source. Rule 127-3-5.

Out of Season Coaching: Coaches may not promote, initiate, organize, supervise or participate in out-of-season events involving students of the same sport as the grade level coaching assignment and preceding grade level except as specified in Rules 127-3-7.2 and 127-3-7.3. Rule 127-3-7.7.

Amateur: Any team member competing for money, receiving any award or prize of monetary value that has not been approved by the WVSSAC, capitalizing on athletic fame or signing a professional playing contract in that sport is prohibited. Rule 127-2-11.

Participation as Ineligible: Any student who participates as ineligible may forfeit eligibility for up to 365 days. Rule 127-2-12.

Non-School Participation: Participation is limited to school teams only with a few exceptions in individual sports provided the school principal approves and no school contests/activities are missed. Participation includes but is not limited to, practice, fund raising, team pictures, tryouts, etc. Rule 127-2-10.

Sanctioning and Travel: A member school shall not enter a contest, tournament, or competition which requires sanctioning until it is approved 30 days prior to the event. Rule 127-3-16.

For complete details regarding the above regulations and those governing team memberships, scholarship, undue influence, age, semester, etc. refer to the **Rules & Regulations Handbook** or at www.wvssac.org.

This is not a comprehensive listing.

§127-2-13. Practice.

13.1. Only students enrolled and eligible to be listed on the eligibility certificate for that sport in the specific member school are allowed to participate in that school's practices. Exceptions - Rules 127-2-3.2, 127-2-3.5 and 127-2-13.6.

13.2. The frequency and length of practice is at the discretion of each member school.

13.3. Member schools of the WVSSAC may practice on any day of the year with the exception of Sunday practice. Rule 127-3-14.2 further clarifies Sunday practice.

13.4. Individual players of a team must have practiced

13.4.a. on 7 SEPARATE days before participating in an interscholastic scrimmage.

13.4.b. on 14 SEPARATE days, exclusive of the day of a contest, before participating in an interscholastic contest. The following sport(s) is exempted from the provisions of this rule: golf.

13.4.c. A student athlete who is absent from practice with their team for non-medical reasons, not under a doctor care, for more than fourteen (14) consecutive days must have the required full fourteen (14) practice days before resuming participation in a contest. Students participating in football must follow the practice progression as set forth in Rule 127-3-23.

13.5. A student shall not be permitted to engage in interscholastic practice until that student has filed with the principal a completed Athletic Participation/Parental Consent/Physician's Certificate Form. Rule 127-3-3 further explains this required form.

13.6. A student academically ineligible may begin practicing 15 school days immediately prior to the date of regaining full eligibility. (All other ineligible students may not practice.)

13.7. If a student has established eligibility in a sport requiring 14 separate days of practice and is continuing to participate in that sport or no school days have lapsed from one sport to another sport in a same season, the student may participate in another sport of the season after completing seven separate days of sport specific practice in the second sport.

13.8. Students participating in a sport(s) in one season must have practiced 14 separate days, exclusive of the day of a contest, to be eligible to participate in a sport in the next season with the following exception: the student has continued to practice or participate in tournament play without an interruption of school days. The student must complete seven separate days of sport specific practice in the second sport.

(Ejection Rule / Bench Clearing)

127-4-3 Code for Interscholastic Athletics

3.7. *Statement of Policy.* Insofar as unsportsmanlike actions by students, school administrators, officials, coaches, faculty members, and spectators are concerned, the identical items under the Sportsmanship Rule along with the following guides will be referred to by the WVSSAC:

3.7.1. The school whose coach behaves in a manner likely to have adverse influence on the attitudes of students or spectators may be provided with the choice of taking disciplinary action against that coach or having the entire school disciplined by the WVSSAC.

3.7.2. Any student who in protest lays hands or attempts to lay hands upon an official may be declared ineligible by the principal or by the WVSSAC for up to one year. Any student who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible by the principal or the WVSSAC for a specified period of time up to one year, depending on the seriousness of the act.

3.7.3. Any coach, student, or bench personnel ejected by an official will be suspended for the remainder of the game, match, meet or contest. They will also face suspension in additional contest(s); the suspension will be assessed based upon ten (10) percent of the allowed regular season contests or post season progression in a playoff tournament for each sport. Any tenth of a percentage from .1 to .4 will be a suspension equal to the whole number of the percent. Any tenth from .5 to .9 will be an additional contest added to the whole number. The suspension will include the number of indicated contests in that sport and at that level and all other sport contests in the interim at any level. A second ejection will result in the doubling of the suspension assessed for the first ejection. If they are ejected for a third time during the same sport season, the individual will be suspended from participating or coaching for 365 calendar days from the date of ejection.

a. Any coach, player or bench personnel who has been ejected shall not be permitted to attend any contest(s) during said suspension. He/she shall not be affiliated with the team in any capacity. This would include but not be limited to transportation to or from the contest, meeting with the team before, during or after said contest. He/she is not permitted to be in sight or sound of said contest venue. Regular practice or team meetings not affiliated with a contest are permitted.

b. If suspensions are imposed to a student or bench personnel at the end of the sport season and no contest remains, the suspension is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next WVSSAC sponsored sport.

c. Any coach suspension that cannot be enforced during the sport season in which the ejection occurs will be enforced at the beginning of the next season of that same sport.

3.7.4. In case of spectators physically molesting an official, administrator, coach, or student, the school may be given one of two options: 1) file charges against the offender (s) or 2) accept discipline from the WVSSAC. Any person found guilty of W.Va. Code §61-2-15(a) Assault, Battery on Athletic Officials, while these individuals are working or as a result of working an athletic contest, shall be banned from all WVSSAC athletic events for a minimum of 365 days from the date of being found guilty. The school filing charges shall notify the WVSSAC of the incident and outcome of any legal action.

3.7.5. The school that does not lend complete cooperation in the host school's effort to promote the spirit of good sportsmanship may be disciplined by the WVSSAC.

3.7.6. A coach may be considered as committing unsportsmanlike conduct if they make degrading remarks about officials during or after a game either on the field of play, from the bench, or through any public news media, argues with officials, or goes through motions indicating dislike for a decision, protests the decision and actions of officials pertaining to the game during and after the contest, or detains the official on the field of play following a game to request a ruling or explanation of some phase of the game. If a coach feels he/she has a legitimate criticism of a penalty call or a request for a rule interpretation, such criticism or request should be made in the privacy of the coach's office or the official's quarters and should be made in a courteous manner.

3.7.7. A student or team attendant shall not leave the bench area, team box area, or their designated off-field area during a game or contest other than during that time permitted by game or contest rules. A coach shall not leave the bench area, team box area, or the designated off-field area during a game or contest other than during that time permitted by game or contest rules unless a student altercation is taking place and the official requests assistance. Violation of this rule shall cause the coach, student, or team attendant to be immediately ejected from the contest, team penalized according to game or contest rules and that coach, student, or team attendant will not be eligible to participate in the next contest as outlined in §127-4-2.3.

3.8. Procedure. Unsportsmanship action must be reported in detail to the WVSSAC. A copy of the complaint must also be filed with the principal of the school involved. Each principal involved shall report such information or answers to the report as they deem appropriate. Upon receipt of all reports, the Executive Director and/or the Board of Directors of the WVSSAC shall investigate and adjudicate such reports in accordance with the powers afforded in §127-1-8.6 and 8.7 and §127-1-12.2 and 12.3 of the Constitution. Penalties up to and including suspension of member schools may be made in accordance with §127-4.

3.9. The following defines the different types of disciplinary action which may be assessed for violation of any WVSSAC rule by a member school, administrator, coach, athlete or contest official:

3.9.1. *Warning.* A warning may be given by the Executive Director or Assistant Executive Director. It is official notice that an inexcusable, unethical, or unsportsmanship action has occurred, is a matter of record, and that such an occurrence must not be repeated.

3.9.2. *Probation.* Probation is a much more severe type of warning and may be expressed two ways: 1) a school, coach, student, or team attendant on probation is told that further violations will lead to a fine or suspension; and/or 2) a school on probation is on conditional WVSSAC membership but may engage in its regular schedule, sanctioned events, and all WVSSAC tournament play, providing a program is filed with the Executive Director of the WVSSAC indicating measures to be taken to alleviate this problem which caused the school to be placed on probation.

3.9.3. *Suspension.* A school/coach suspended from the WVSSAC may not meet in interscholastic competition of any kind with a WVSSAC member school or a school that is a member of another state associated with the National Federation of State High School Associations.

3.9.4. *Fine.* A fine may be levied by the Executive Director. It may be levied in addition to a warning, probation, or suspension.

3.10. *Appeals.* All cases involving disciplinary action against member schools, coaches, students, team attendants, or officials may be protested in accordance with §127 6.



WVSSAC

Return to Play (RTP) Protocol

An athlete removed from a contest that shows signs/symptoms of a concussion shall be immediately evaluated by an appropriate health care professional. If no appropriate health care professional is available, the athlete shall not be allowed to RTP.

When the athlete is evaluated by the appropriate health care professional, if it is determined the athlete has suffered a concussion, the athlete shall not be permitted to RTP the same day as the concussion. If it is determined by the appropriate health care professional that the athlete did not suffer a concussion, the athlete may be returned to play as deemed appropriate by the health care professional.

RTP shall be delayed until athlete is asymptomatic and has undergone a progression of tests to determine if they are able to RTP.

The progression shall follow: (Neuro-cognitive testing is strongly recommended.)

- No activity with complete physical and cognitive rest
- Light aerobic exercise (less than 70% of maximum heart rate)
- Sport specific exercise (drills specific to the athlete's sport)
- Non-contact training drills (more intense sport drills with no contact from other players)
- Full participation practice (following written medical clearance)
- Return to Play (normal game play)

If any symptoms occur during the progression, the athlete should drop back to the previous level and try to complete that level after 24 hour rest period.

Appropriate Health Care Professional

Note: Any of the following who have appropriate training in the evaluation and management of head injuries.

- Medical Doctor (MD)
- Doctor of Osteopathy (DO)
- Doctor of Chiropractic (DC)
- Advanced Registered Nurse Practitioner (ARNP)
- Physician Assistant (PA-C)
- Registered Certified Athletic Trainers (ATC/R)

Approved Board of Directors 5/06/10. Revised 9/12/12; 6/01/13

rk:Sports Medicine/Return to Play



A Parent's Guide to Concussion in Sports

What is a concussion?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

Concussion Facts

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not

expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing.

When in doubt, sit them out!

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child’s physician and explain what has happened and follow your physician’s instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

When can an athlete return to play following a concussion?

After suffering a concussion, **no athlete should return to play or practice on that same day.** Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers in both Oregon and Washington to pass laws stating that **no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.

How can a concussion affect schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization. In many cases it is best to lessen the athlete’s class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer

period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

What can I do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

Other Frequently Asked Questions

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

Is a “CAT scan” or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT (“CAT”) and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even months. Symptoms such as headache, memory

problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as how the injury happened and length of symptoms following the concussion, are very important and must be considered when assessing an athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each concussion.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

If you have any further questions regarding concussions in high school athletes or want to know how to find a concussion specialist in your area please contact Michael C. Koester, MD, ATC and Chair of the NFHS Sports Medicine Advisory Committee at michael.koester@slocumcenter.com.

April 2010

Concussions

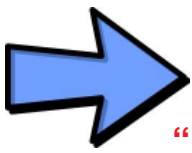
2013 Legislation - Senate Bill 336

Based upon the recommendation of the Sports Medicine Advisory Committee, the Board of Directors approved the following at it's June, 2012 meeting.

- 1) All head coaches will be required to annually complete the NFHS Concussion Course.
- 2) The principal shall monitor and maintain appropriate records regarding completion of the course.
- 3) Any head coach that does not complete the NFHS Concussion Course annually will not be permitted to coach until the course has been completed.
- 4) Make concussion information available to parents and athletes.
 - Physical Form
 - CDC Letter
 - Parents Guide to Concussion in Sports
- 5) Return to Play protocol (RTP)- Must have written permission to RTP from a health care professional with training in the evaluation of head injuries.
- 6) WVSSAC Concussion Report - Required submission to school administration. Report must be submitted to Dr. Dan Martin within 30 days of injury.

Information/directions regarding the NFHS Concussion Course may be found at www.nfhslearn.com.

Additional information regarding concussions may be found on the Sports Medicine tab at the WVSSAC website. (www.wvssac.org)



Concussion Course Required

All Head Coaches are required to take the free course
“**Concussion in Sports - What You Need to Know**” annually.

If the **Head Coach** took the course last year, he/she **MUST** purchase (*free*) and take the course again before the anniversary date from the previous year.

New Head Coaches **must** take the course now. Follow the directions “New to NFHS Learn? Register Now.”

Concussion in Sports - What You Need to Know Ordering Information at www.nfhslearn.com



Steps to access the **FREE** course:

1. Go to www.nfhslearn.com
2. Sign in with your e-mail and password if you have previously registered.
3. If you need to register, it will only take a couple of minutes. All users at www.nfhslearn.com must be registered with a unique e-mail address and password.
4. Toward the upper left-hand part of the screen , you will see the “Click to Access This Free Course” for “**Concussion in Sports — What You Need to Know.**”
5. You can order licenses as an individual to take the course yourself OR you can purchase courses in bulk if you intend to distribute the courses to others (there is a limit of 99 licenses per any one order).
6. Note: You will need to click on “Save” once you have put the course(s) in your cart and before you can proceed to Checkout.
7. As you go through the process you will see that you are using the “purchasing process” that is standard for NFHS Coach Education courses. You are not being charged anything for the Concussion courses. You do have the ability to order other courses at the same time, and you will be asked for payment for those.
8. You can then start the course if you ordered as an individual or begin distributing the licenses if you ordered in bulk.
9. If necessary, refer to the form regarding distributing bulk licenses. It can be found in the Locker Room at www.nfhslearn.com.

The online concussion course is offered at no cost to the user. Once you have finished, you will be added to the database as having completed the course. The name of the individual completing the course will appear in the “Coach Search” feature as having completed this course along with any other courses completed at www.nfhslearn.com.

RECRUITING REGULATIONS

If a coach is contacted by a student, his/her parents, or anyone else regarding a student athlete transferring to his/her district, the coach shall refer the individual(s) to a school administrator in the district immediately. A coach cannot discuss the matter with the student or anyone else for that matter and should not even listen when the subject is brought up concerning students transferring to his/her school. School coaches working or coaching in outside school leagues and camps should be warned that a potential problem exists if a student later enrolls at the school where the coach is employed. The school administrator, after being notified by the coach that a prospective student athlete has approached the coach about possibly playing for his/her school team, should contact the WVSSAC office immediately. Seriously or jokingly telling a student that you would like for that athlete to play for you or your team shall be considered recruiting. Rules regarding individuals who engage in recruiting shall not be restricted specifically to school personnel.

Approved by the Board of Appeals
October 1998

GUIDELINES FOR SUSPENDED COACH/PLAYER

A coach or player who is ejected from a contest shall be suspended for the remainder of the game, match, meet or contest. An ejected coach shall exit the playing arena (out of sight and sound of the venue) as well as the team and bench areas. If there is not another person hired by the board of education to coach that sport or a professional from that school present to take his/her place, the contest shall be forfeited. Because of supervision and liability, an ejected athlete shall sit on the bench and shall not cause nor participate in any further problems. Furthermore, a coach or player shall not be permitted to attend subsequent contests of the suspension. He/she shall not be formally affiliated with the team in any capacity. This would include but not be limited to transportation to or from the contest, meeting with the team before, during or after the contest, wearing a uniform, or sitting in the bench or team area. Regular practice or team meetings not affiliated with a contest will not fall under this policy.



SPECTATOR SUPPORT INFORMATION FOR TOURNAMENTS

The following sport support information is provided for each specified sport. **ONLY** those items marked with "Yes" are allowed during tournament play (sectional, regional, and state). It is recommended that schools follow these regulations during regular season play.

Vocal cheering and support from team bench areas are encouraged; however, the items indicated on this page are for use by spectators. Schools must stress **GOOD SPORTSMANSHIP** when allowing any item to be used. All items must be for support of your team and not directed against the opponent.

Legend: BSK Basketball CC Cross Country SB Softball TE Tennis WR Wrestling
 BB Baseball FB Football SC Soccer TR Track & Field
 CH Cheer GO Golf SW Swimming VB Volleyball

SPORT	BSK	BB	CH	CC	FB	GO	SB	SC	SW	TE	TR	VB	WR
Apparel Required Upper/Lower Body Garments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Balloons	No	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Banners on wall/stadium	No	No	No	No	No	No	No	No	No	No	No	No	No
Confetti/Paper debris	No	No	No	No	No	No	No	No	No	No	No	No	No
Hand-held Signs (one holder)	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TOURNAMENT DIRECTORS HAVE AUTHORITY IN DETERMINING APPROPRIATE SIZE AND SIGN MESSAGE.													
Laser Pointer	No	No	No	No	No	No	No	No	No	No	No	No	No
Miniature sports balls thrown to crowd	No	No	No	No	No	No	No	No	No	No	No	No	No
Noise makers (Horns, cow bells, bells, buzzers, clickers, or any noisemakers)	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No
TOURNAMENT DIRECTORS HAVE AUTHORITY IN DETERMINING WHAT IS CONSIDERED AN ARTIFICIAL OR MECHANICAL NOISE MAKER. NF RULES SPECIFY NOISE MAKERS WHICH MAY NOT BE USED.													
Opening Prayer/ Invocation	No	No	No	No	No	No	No	No	No	No	No	No	No
Paper banners for team to run through	Yes *	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pom pons (w/o sticks) Spirit Towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Recorded/taped Music over amplifying system Only pregame or halftime	Yes *	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
School bands (pep), pre- game, during time-outs, halftime, and post-game	No	No	No	No	Yes	No	No	Yes	No	No	No	No	No
Air Horns / Bull Horn	No	No	No	No	No	No	No	No	No	No	No	No	No
Cannons & Muskets	No	No	No	No	No	No	No	No	No	No	No	No	No
50-50 Drawing	No	No	No	No	No	No	No	No	No	No	No	No	No
Reserve Seating State Only	No	No	No	No	No	No	No	No	No	No	No	No	No

* Not Permitted at State Tournament



NFHS GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES

National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee (SMAC)

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service.

Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the “Guidelines for Lightning Safety” section contained in the NFHS Sports Medicine Handbook.

Reviewed and Approved in October 2010



**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
2875 STAUNTONTURNPIKE, PARKERSBURG, WV 26104**

BODY FLUID HANDLING PROCEDURES

PURPOSE

The West Virginia Secondary School Activities Commission has adopted this policy in an effort to minimize the possibility of transmission of any infectious disease during a high school athletic practice or contest. The policy primarily addresses blood-borne pathogens such as Hepatitis B virus and the Human Immunodeficiency Virus (HIV). However, it also discusses common-sense precautions against the spread of less serious contagions such as the Influenza virus and the Common Cold virus. Much of this policy has been written with contacts sports such as football, wrestling, and basketball in mind. However, it is applicable for all sports.

BLOOD-BORNE PATHOGENS

Blood-Borne pathogens such as Hepatitis B and HIV are serious infectious diseases which are present in blood as well as other bodily fluids; such as semen, vaginal secretions and breast milk. While there are a number of other such blood-borne diseases, Hepatitis B and HIV are the most commonly known.

Hepatitis B is a virus which results in a dangerous inflammation of the liver. Its victims suffer long-term consequences and reoccurrences, and the disease can be deadly if not treated. HIV is the virus that causes Acquired Immunodeficiency Syndrome (AIDS), which weakens the immune system, thus making a person susceptible to infections their immune systems would normally fight off.

The precise risk of HIV transmission during exposure of open wounds or mucous membranes such as the eyes, ears, nose, and mouth to contaminated blood is not known. However, evidence would suggest it is extremely low. In fact, the possibility of contracting HIV in this manner is much less than the possibility of contracting Hepatitis B and other blood-borne viral infections.

Therefore, student athletes, coaches, and officials must understand that while it is possible for HIV to be transmitted by blood from one individual to another through an open wound or a mucous membrane, the probability is very low. However, since the chance of this occurring is not zero, the appropriate precautions should be taken to ensure no transmission can occur.

PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS

The proper handling of body fluid spills should be a concern of teachers, coaches, officials, and student athletes. All concerned individuals must be aware that any time there is blood and/or other body fluids present, there is the possibility of an infectious disease being present. However this possibility can be nearly eliminated if the following precautions are observed.

General Procedures:

- 1) Wear latex or vinyl disposable exam gloves before making contact with body fluids during care, treatment, and cleaning procedures.
- 2) Discard gloves after each use.
- 3) Wash hands after handling any body fluids, whether or not gloves are worn.
- 4) Discard disposal items in plastic lined containers with lids. Close bags and discard daily.
- 5) Do not reuse plastic bags.
- 6) Use disposable items to handle body fluids whenever possible.
- 7) Use paper towels to pick up and discard any solid waste materials such as vomitus and feces.

Procedures for Activities:

- 1) All athletes must cover any open wound.
- 2) Student athletes should treat and cover their own wounds whenever possible.
- 3) When administering first aid, disposable rubber gloves should be worn. A different pair of gloves should be worn for each treatment administered.
- 4) If an individual gets someone else's blood on his/her skin, the area should be washed with soap and water and wipe the area with disinfectant, such as isopropyl alcohol.
- 5) If a student athlete begins to bleed during activity, play must be stopped, the student athlete who is injured removed, and any potentially contaminated surfaces cleaned using a disinfectant. The surface should be wiped with clean water.
- 6) Any student athlete that is removed must have the wound covered and the bleeding stopped, prior to returning to contest.
- 7) Any individual who has treated a wound or cleaned a contaminated surface should wash his/her hands with soap and warm water.
- 8) A student athlete should take a shower using a liberal amount of soap and warm water following the contest.
- 9) Towels, which are used by athletes, coaches, or officials should not be used to clean off any potentially contaminated surfaces.
- 10) All soiled linens such as towels and uniforms should be washed in hot water and in a detergent containing bleach, if possible.
- 11) If a coach or an official gets blood on them they should first wash the area with warm water and soap, and then wipe the area with a disinfectant such as isopropyl alcohol.
- 12) All coaches, athletes, and officials should practice good hygiene. Towels, cups, and water bottles should not be shared.
- 13) Keeping locker rooms and other areas well ventilated and clean can also help in preventing other air-borne contagions from being transmitted.

REFERENCES

St. Joseph's Hospital, Sports Medicine Staff, Parkersburg, WV.
West Virginia Chapter of the American Academy of Family Physicians, Sports Medicine Committee.
"Blood-Borne Pathogens in the Health Care of the Athlete," The First Aider, Fall 1992, Vol. 62, No.1.
"Infectious Disease Policy of the Florida High School Activities Association." 8-8-92.
"Routine for Handling Body Fluids," Michigan High School Association.

Policy Adopted by the Board of Directors

Ways to Prevent Skin Infections

A Coach & Player's Guide

- COVER CUTS & SORES!
With a bandaid or wrap before you play
- WASH UP!
With soap and hot water
- DON'T SHARE!
Towels, clothes, or personal items
- SHOW & TELL!
Show cuts & sores to your coach
- BE PREPARED!
Learn first aid for cuts & sores
- GOOD HYGIENE!
Shower after all practices and competitions
- SHARED EQUIPMENT!
Establish routine cleaning schedule



West Virginia Department of Health and Human Resources

Information for the Public -

Methicillin Resistant *Staphylococcus aureus* (MRSA)

What is *Staphylococcus aureus*?

Staphylococcus aureus, or Staph@ is a bacteria that lives on the skin or in the nose of healthy people. Occasionally, staph can cause infections of the skin, bloodstream, lungs, bones, joints, heart, or almost any part of the body.

What is methicillin resistant *Staphylococcus aureus* (MRSA)?

MRSA (pronounced 'mursa') is a type of staph that has become resistant to some common antibiotics. This means that an infection with MRSA is more difficult to treat.

Where are staph and MRSA found?

Staph and MRSA may be found on the skin or in the nose. About 30 to 50% of people may carry the staph bacteria on their skin without getting ill.

How common is MRSA?

In many communities, including some in West Virginia, MRSA is now the most common cause of skin infections due to 'staph.' According to some studies, 1 to 10% of people now carry MRSA in their nose or on their skin.

Who is most at risk for staph infections?

While anyone can get an infection with staph, certain persons are more at risk. These people include diabetics, people on dialysis, persons who use injection drugs, people who have recently had surgery, and persons with chronic diseases such as cancer. Staph infections are also more common in persons who have a tube going into their body (such as a urinary catheter or intravenous (IV) catheter).

MRSA infections are more likely in persons who have recently received antibiotics or recently been in a hospital or nursing home. In the last few years, MRSA infections have also been identified in persons outside of hospitals. Cases of MRSA disease in the community are associated with recent antibiotic use, sharing contaminated items, active skin disease, and living in crowded settings. Outbreaks have occurred on sports teams, in jails or military units, camps and even hospital wards. Community associated MRSA infections are usually skin infections; however, severe illness can also occur.

Are staph and MRSA infections treatable?

Yes, staph infections are treatable. Skin infections can usually be treated with oral antibiotics. MRSA infections are usually treatable, but they may be more difficult to treat. The doctor will have to get a laboratory test to tell the difference between MRSA and staph.

How are staph and MRSA spread?

Staph and MRSA can spread among people by close physical contact. Spread may also occur by touching objects, such as towels, sheets, clothes, work-out areas and sports equipment contaminated by the skin of a person with MRSA or staph.

How can I prevent staph or MRSA infections?

- Keep your hands clean by washing thoroughly with soap and water. Alcohol-based hand cleansers also help.
- Keep cuts and wounds clean and covered with a dressing until healed. Avoid contact with other peoples= wounds.
- Avoid sharing towels, clothing, sports equipment, deodorant, cosmetics and other personal items.
- Only take antibiotics if you really need them. Antibiotics do not work for a cold, the flu or other viral infections. When a doctor prescribes antibiotics, take them as directed.

**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
WVSSAC Sports Medicine Committee**

Heat Acclimatization and Heat Illness Prevention Position Statement

Although deaths from heat illness are rare, constant surveillance and education of our student athletes and coaches is necessary in order to maintain the safety and health of our students and coaches. Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during times of high heat and/or humidity may be at risk.

Following the recommended guidelines and procedures as established by the WVSSAC Sports Medicine Committee can reduce the risk and incidence of heat illnesses and the resulting deaths and injuries in high and middle school athletics. The Sports Medicine Committee and WVSSAC Board of Directors recognize the importance of our coaches and other individuals responsible for supervising our students. They have the ultimate responsibility for the health and welfare of those students under their care.

It is strongly recommended that each member school have a written Emergency Action Plan for practice and games to deal with emergencies related to injury or illness to a student athlete. The plan should include involvement of local rescue agencies, medical doctors, hospitals and local law enforcement agencies.

HEAT INDEX (apparent temperature)

°F	RELATIVE PERCENT HUMIDITY												
	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%
102°	114°	119°	124°	130°	137°								
100°	109°	114°	118°	124°	129°	136°							
98°	105°	109°	113°	117°	123°	128°	134°						
96°	101°	104°	108°	112°	116°	121°	126°	132°					
94°	97°	100°	102°	106°	110°	114°	119°	124°	129°	136°			
92°	94°	96°	99°	101°	105°	108°	112°	116°	121°	126°	131°		
90°	91°	93°	95°	97°	100°	103°	106°	109°	113°	117°	122°	127°	132°
88°	88°	89°	91°	93°	95°	98°	100°	103°	106°	110°	113°	117°	121°
86°	85°	87°	88°	89°	91°	93°	95°	97°	100°	102°	105°	108°	112°
84°	83°	84°	85°	86°	88°	89°	90°	92°	94°	96°	98°	100°	103°
82°	81°	82°	83°	84°	84°	85°	86°	88°	89°	90°	91°	93°	95°
80°	80°	80°	81°	81°	82°	82°	83°	84°	84°	85°	86°	86°	87°

CAUTION
 EXTREME CAUTION
 DANGER
 EXTREME DANGER

Source: National Weather Service

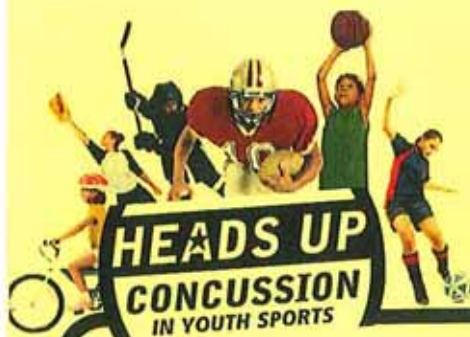
STAFF GRAPHIC/ JOHN HANCOCK

- 91 degrees Heat Index or under
- All Sports:
 - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - Optional water breaks every 30 minutes.
 - Ice-down towels for cooling.
 - Watch/monitor athletes carefully for necessary action.

- 92 degrees to 103 degrees Heat Index
- All Sports:
 - See above plus; Contact sports and activities with additional equipment (ie), helmets and other possible equipment removed if not involved in contact.
 - Increase water breaks; a minimum every 30 minutes.
 - Reduce time of outside activity. Consider postponing practice to later in the day.
 - *Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

- 104 degrees to 125 degrees Heat Index
- All Sports:
 - Same as above plus; Alter uniform by removing items if possible.
 - Allow for changes to dry t-shirts and shorts.
 - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - Postpone practice to later in the day.
 - Suspend practice, or remove equipment and decrease practice intensity for sports and activities where additional equipment is required for contact or safety.

- Above 125 degrees Heat Index
- All Sports:
 - Suspend all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.*
 - Re-evaluate before resuming activities.*



A Fact Sheet for PARENTS

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

- 1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- 2. Keep your child out of play.** Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- 3. Tell your child’s coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

It’s better to miss one game than the whole season.

WVSSAC CONCUSSION REPORT - 2013-2014

SCHOOL _____

Person completing this report _____

Position _____

Date _____ (this date must be within 30 days of the injury)

Is this the initial concussion report? yes _____ no _____

or an updated report? yes _____ no _____

Grade _____ Age _____ Female _____ Male _____

Please indicate the sport of this athlete with an X in the appropriate box.

Baseball	Basketball	Cheerleader	Cross-Country	Football	Golf	Soccer
Softball	Swimming	Tennis	Track	Volleyball	Wrestling	

Date concussion occurred: _____

Activity when concussion occurred: Practice _____ Scrimmage _____ Game _____

Who initially evaluated this athlete? (By title/role – no name; athletic trainer, EMT, coach, etc)

Initial steps included?

Transport by EMS _____

Referral to parents to seek follow up evaluation _____

Referral to team physician _____

Other _____

Date athlete was cleared to return to practice and play: _____

Who cleared the athlete to return:

Physician _____ Chiropractor _____ Nurse Practitioner _____

Physician Assistant _____ Athletic Trainer (ATC/R) _____

Was this in a written document? _____ (keep this document on file at the school)

(if athlete is not cleared to return in 30 days the initial report must be submitted and then a follow up report must be submitted listing the return to play date.)

Form is to be sent to Dr. Dan Martin, ATC/R.

FAX: 304-473-8888 or email to 'martin_d1@wvwc.edu'

Any questions please contact the WVSSAC or Dr. Martin (473-8103 or email)