

2017 - 2018



Football
Officials
Packet

FOOTBALL OFFICIALS TABLE OF CONTENTS

How to sign onto WVSSAC and enter in Password and E-mail address	3
How to sign onto Arbiter and take the Part I and Part II Exam	3
Part I and Part II Exam - Tournament Nomination and Game Report Dates	4
Football Officials Bulletin	5
Football rules clinic dates & locations.	6
Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the 2017-18 season. (see Additional Option for Clinic Attendance in your Officials' Handbook) located on our website.	
Attachment A	7
2017 Football Bulletin – Mike Webb	8
20 Yard Line – Mike Webb	10
2017 – WEST VIRGINIA MECHANICS	11
Registration Due date is June 15, 2018 for all sports. All Registrations are completed on Arbiter Sports.	
Yearly Requirements	13
Officials' Handbook Index	14
Bench Clearing Rule	15
Game Suspension Guidelines	16
Body Fluid Policy	17
Concussion in Sports – What You Need to Know	19
Return to Play – Protocol	20
WVSSAC Heat Acclimatization and Heat Illness Prevention Position Statement	21
NFHS Heat Illness Prevention	22
Heat Index	23
Entering Game Reports	24
How to Enter Self Nomination Forms	25
Sudden Cardiac Arrest Awareness	26
WVSSAC Football Game Shortening Rule	27

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

My Officials' Packet! Where is it?

1. Go to www.wvssac.org
2. On the SSAC homepage look on the right side of the screen. Locate and click on the link Officials
3. Once the Officials page opens look for Officials Packets and click on the sport. Example: Football Officials Packet

How Do I Login To The Officials' Management Page?

1. Click on admin login
2. Put your caps button on and key in your registration number in the USERNAME section
3. Click in the password section and enter in the password you created. Keep in mind that the password and e-mail address are case sensitive. So please write it down.
4. Click on login
5. This should take you to the officials management page.

NOTE: Before you attempt to login to the Arbiter Hub (WV Central Hub Site) you must have completed the instructions listed above. **The upload to Arbiter Sports (WV Central Hub) is not instantaneous. After you have completed the instructions above, you must wait to be uploaded to the WV Central Hub/Arbiter Site.**

If you have more than one account (local board associations, other states, etc.) with Arbiter Sports **YOU** must make sure the e-mail address and password you have entered in as an official for the WVSSAC is the same to prevent log in errors on the WV Central Hub site for your test.

How to Login to the WV Central Hub/Arbiter Site for Part 1 and Part 2 Tests:

1. Go to www.arbitersports.com
2. Click on Login (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Sign in
5. Your accounts on Arbiter should show up, if not, click on Switch Views in the upper right hand corner.
6. Click on the WV-Central Hub
7. Click on the Testing Tab
8. Look under Open Test
9. Find the appropriate test
10. Click on Take Test

How to Login to Register Online on the WV Central Hub/Arbiter Site:

1. Go to www.arbitersports.com
2. Click on Login (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Sign-in
5. Your accounts on Arbiter should show up/if not, click on Switch Views in the upper right hand corner.
6. Click on WV-Central Hub
7. Once you're on our hub site, click on registration. Read and follow the 4 steps of registration.
8. Review Sports and Click on Make Payment (Click Make Payment only 1 time.)
9. Keep e-mail from Pro Pay as your receipt.

DO'S and DON'TS:

DO read, follow and understand the instructions before you log in to the WVSSAC and/or WV Central Hub site on Arbiter Sports!

DO write down your password after you change it. They are case sensitive!

DON'T PROCRASTINATE!

DON'T use Auto Complete to remember passwords. All passwords on the SSAC website are reset each year!

DON'T share your email address with other officials!

REMEMBER:

If you are having difficulty in logging in to the **WVSSAC** site as an Official, please contact Roberta Newton or Alice Goodwin and have your instructions available.

If you are having difficulty logging in to the **WV Central Hub/Arbiter** Site, please call 801-576-9436.

Part I Test Window

Football-Soccer-Volleyball-July 24 - August 7, 2017

Part II Test Window

Football-Soccer-Volleyball-August 14 - August 28, 2017

Deadline for Self Nomination Forms-Online

Football – September 18, 2017

Soccer – September 18, 2017

Volleyball – October 16, 2017

Deadline For Game Reports-Online

Due Date is December 1, 2017

Final Deadline for Game Reports Online With a \$25.00 late fee

Football-Soccer-Volleyball – December 31, 2017 at midnight

Football-Soccer-Volleyball

Note: Failure to take Part I – Loss of 5 points on classification scale

Failure to take Part II – Suspension the following season

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: FOOTBALL OFFICIALS
FROM: Wayne Ryan, Assistant Executive Director
DATE: JUNE - 2017
SUBJECT: 2017 FOOTBALL SEASON

IMPORTANT REMINDERS:

1. The **2017** football Rules Clinic Schedule is enclosed. Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the **2017** season. (See Additional Option For Clinic Attendance, from the Officials' Handbook), which is located on our Web Site.
2. The Part II Examination is mandatory for all registered officials. The Part II Examination will be taken on line. See PAGE 3.
3. **Class III** officials will not officiate varsity interscholastic games in football or girls or boys basketball.
4. All player-coach ejection's or unsportsmanlike acts will be reported to SSAC within 24 hours. (HS, JV and JH). Special Reports should be done on line.
5. Junior varsity or junior high school game officials may wear white shorts in place of white knickers; however, all officials must wear the same combination of uniforms. Compression shorts shall not extend below the white shorts.
6. The WVSSAC will fund each official's membership in the National Federation Interscholastic Officials Association (NFOA). We will forward your registration and address to the National Federation. We should be notified immediately of any change of address.
7. The WVSSAC Officials Handbook is on our web site and it is your obligation and responsibility to understand its contents, deadline dates, etc.
8. Official's Tournament Nomination. Online only. Go to Officials Management Page. (see index)
9. Game Reports are to be completed on line only. No credit will be given for mailed game reports. Game Reports can only be posted on line until 11:59 on December 1, 2017. Any game reports after the December 1 date will be fined a \$25.00 late fee.

READ ↓

***Points will be given for Game Reports provided they are timely posted. The report must be posted on or before the due date of December 1, 2017. Late Game Reports will be accepted and points credited if posted within 30 (Thirty) days from December 1, 2017 date. Once you contact Roberta Newton and your late fee of \$25.00 is sent and received, Roberta will contact you and let you know when you can post your game reports. You have until January 1, 2018 to complete this. Credit for Game reports will not be given after the January 1 deadline date.**

10. Special Report Forms: Are required to be submitted on line at WVSSAC.org. Go to Officials Management Page.

If we may be of assistance to you at anytime, please do not hesitate to write or call this office.

2017-2018 FOOTBALL CLINICS

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
July 23	Interpreters' Clinic WVSSAC Office	9:00 a.m.	Wayne Ryan
July 24	Logan H. S.	6:00 p.m.	Brian Atkinson
July 25	Parkersburg H. S.	6:00 p.m.	Rick Dobson
July 26	Wheeling Park H. S.	6:00 p.m.	Dwaine Rodgers
July 27	Huntington H. S.	6:00 p.m.	Bruce Senior
July 31	Woodrow Wilson H. S. Beckley	6:00 p.m.	Tim Carrico
Aug. 1	Capital H. S. - Charleston	6:00 p.m.	Ron Wilson
Aug. 3	East Fairmont H. S.	6:00 p.m.	Dave Nuzum
Aug. 4	Martinsburg H. S.	6:00 p.m.	David Walker
Aug. 5	Frankfort H. S.	9:00 a.m.	Jay Hesse
Aug. 9	*WVSSAC Office *Make-up Clinic - \$10.00 Fee	7:00 p.m.	Wayne Ryan

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.

ATTACHMENT A ARTIFICIAL LIMB POLICY

Any school that has a student with an artificial limb who wishes to participate in athletics must do the following:

1. Obtain a statement from an orthopedic surgeon licensed to practice medicine in the state of West Virginia that student's participation in the particular sport(s) he desires to participate in is not likely to cause harm to the student with the artificial limb or the other participants in that sports through the use of such artificial limb.
2. Submit such statement and photograph of the artificial limb to the Executive Director of the West Virginia Secondary School Activities Commission before the student commences practice for or participates in said sport.
3. Obtain written permission from the West Virginia Secondary School Activities Commission to participate in such sport before commencing practice or participation.
4. Advise opponents and contest officials at least one week before each contest of such student's participation with such artificial limb.
5. Should the West Virginia Secondary School Activities Commission find that the use of such artificial limb is likely to cause harm to the student using the same or to other participants in the particular sport(s) for which participation is sought, the Commission may withhold such permission or make participation in any particular sport contingent upon the student's exercise of such safeguards as the Commission may prescribe. Any student, parent, principal, or school may appeal the Commission's ruling in this regard the same as any other adverse decision of the Executive Director.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

FOOTBALL ALERTS - - 2017

Modifications and Points of Special Emphasis

1. **Mouthpiece** – Rule 1-5-1d,5: The only exception to the mouth and tooth protector rule is by a dentist's written exclusion on file in the WVSSAC office.
2. **Artificial Limb** – Rule 1-7: Requires WVSSAC authorization (see enclosed policy, ATTACHMENT A).
3. **Game Ball** – Rule 1-3-1 Note and Table 1-3-1; the small ball for players below the 9th grade shall be used. Rule 1-3-2 Note; for varsity playoffs a Spaulding ball shall be used.
4. **Length of Quarters** - Rule 3-1; Table 3-1: Note: WVSSAC adoption; games involving only students below the 9th grade shall be played in 8-minute quarters.
5. **Half-time** - Rule 3-1 Table, Intermission: All HIGH SCHOOL VARSITY games involving WVSSAC member schools played in West Virginia will have a maximum 20 minute half-time. This includes regular season and playoff games. Notification to coaches of the end of half-time by officials is permissible, but not required. Coaches are responsible for teams being on the field for the mandatory warm-up at the end of the half-time. Out-of-state varsity opponents must be notified of the 20 minute half-time. The half-time length shall not be lengthened.
6. **Interrupted Games** - Rule 3-1-4 & 3-1-5: For any interruption continued the same day, resume from the point of interruption and complete the game. If both schools agree not to resume, Rule 3-1-4 may be used to declare the interrupted game as a completed contest. For interrupted games to be resumed at a later date: "If the interruption is in the 1st (including the coin toss), 2nd or 3rd quarters, resume from the point of interruption; if in the 4th quarter, the game is over and the score stands".
7. **Game shortening Rule: Rule 3-1-2. 35-point differential in 4th quarter. Clock runs; see also 3-1-3: "By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated."**
8. **Overtime:** Rule 3-1-1 NOTE: By state adoption, all varsity regular season games that end in a tie after regulation time, shall use the 20-yard line overtime procedure for up to 3 periods only. Junior high & middle schools cannot use the overtime unless there is a league policy for championship qualification.
The 3 overtime limit is waived in the state playoffs.
There shall be no PSK applications in overtime periods.
9. **Heat and Humidity Problems** – Rule 3-5-7g: Coaches need to be aware of the HEAT INDEX during practices. During games if, in the opinion of the officials, heat and/or humidity may cause problems for the players, an official's time-out may be taken and water

administered to the teams. An authorized conference may be held during this official's time-out, outside the numbers and in front of the team box.

10. **Side Line and Team Box Area:** The diagram associated with Rule 1-2-1 (11-player field diagram) and the operation of the down marker and line-to-gain equipment as in Rule 1-3-5 and 9-8-3 specifically require the sideline to be kept clear. ***The restricted area is to be clear when the ball is live.*** Safety is always a main concern.
11. Rule 7-5-6 covers pass eligibility numbering. All levels of play must follow this rule. Numbers 50-79 are always ineligible receivers.
12. **WV & NFHS - POINTS OF EMPHASIS; CONCUSSIONS AND PREVENTION.**
Rule 9-4-3i and m also 2-20-1 and 2: Illegal helmet contact, Spearing and Targeting.
Coaches and Officials must constantly monitor action of players to prevent the use of the helmet as a point of initial contact and preventing illegal contact to the neck and head. Helmets must be properly fitted.
13. The WVSSAC requires each game of High School level Varsity, JV and Jr. High/Middle School football be administered by appropriately registered officials. **Class III officials may not work varsity contests**
14. **COACHES' RATINGS OF OFFICIALS:** Make them as constructive as possible and be specific. We don't want to run off officials.
15. **SPORTSMANSHIP:** Coaches and Officials – we are on the same team. Maintain good behavior in practices as well as games. Let us eliminate bad behaviors in sports. (See Penalty 9-5 and 9-8).
16. **Remember**, if there is only one (1) flag for a foul the calling official shall give the preliminary signal. The foul must also be reported to the referee.
17. **WVSSAC Point of emphasis. Avoiding Illegal Contact**
 - > **SPORTSMANSHIP IS LEARNED. TEACH IT!**
 - > **PREVENT ILLEGAL HELMET TO HELMET CONTACT.**
 - > **ILLEGAL CONTACT TO THE HEAD AND NECK MUST BE ELIMINATED!**
 - > **SEE WHAT YOU HIT!!**

2017

WVSSAC 20-YARD LINE OVERTIME PROCEDURE

REGULAR SEASON OVERTIME PROCEDURE

Regular season high school football games, which are tied at the end of regulation time shall be continued by using the 20-yard line overtime procedure. A maximum of 3 overtime periods may be played to determine a winner. If at the conclusion of the third overtime period the teams are still tied the game shall end in a tie. Overtime for Jr. High and middle schools shall not be played unless to determine county or league championships. ***PSK shall not be used in overtime periods.***

PLAYOFF OVERTIME PROCEDURE

The 20-yard line overtime procedure shall be used and a winner shall be determined. The 3 overtime period requirement shall be waived.

PROCEDURE:

Modify the 10-yard overtime procedure in the Rules Book to have Team A put the ball in play at their 20-yard line, 1st and 10. A first down may be gained and Team A shall continue to attempt to score.



SCOREBOARD

TIME: 00:00 PERIOD 4
HOME: 13 VISITORS: 13



Revise National Federation 2017 Football Rules Book - pages 84-87.

Page 84. Title: **RESOLVING TIED GAMES**

- 5-1-1 Paragraph one. In line one change to 1st and ten, and "10" to "20" in line two.
- Paragraph five. Change line two from "10" to "20".
- Change "10" to "20" in paragraph five.

Page 85. 5-2-1 add c. "The offensive team is in possession of the ball beyond the line-to-gain."

- 5-3-1 Delete the line-to-gain is always the goal line. (The line-to-gain shall be as during the regular game and as described in Rule 5-1).

Page 85-87. **RESOLVING TIED GAMES INTERPRETATIONS**

- 3-1-1 Situation J: Ruling: In (b) B will decline the penalty and take the ball on the 20-yard line.
- 3-1-1 Situation K: Change 3rd sentence of Ruling to read "If B were first to put the ball in play it will be from the ten-yard line and if A puts the ball in play first, it will be from the 35, 1st and ten."

A three-minute intermission shall precede the first overtime period. All other overtime periods shall be preceded with a two-minute intermission. Team captains come out to begin each OT period. The overtime is considered as an extension of the 4th period.

Mike Webb, WVSSAC Football
June 1, 2017



WEST VIRGINIA MECHANICS – 2017

These pages dictate the commonalities with the NFHS Football Officials Manual and some add-ons that make the mechanics more efficient. **We need greater consistency across the State. Work at it.**

1. **PRE-GAME MEETING WITH COACHES AND THE COIN TOSS:**

The Coaches Pre-game meetings shall occur between 1 1/2 to 1 1/4 hours prior to the kickoff in or near a team locker room. The coin toss shall be conducted 3 minutes prior to the scheduled kickoff in the center of the field. Only 4 captains from each team shall be on the field. All other team members shall be off the field of play. Any request to send other players on the field shall be denied. Sportsmanship shall be addressed with the captains at this time. The LJ and BJ shall be at their respective hashes with a ball from the team on their side of the field. For 2nd half, take captains out for options (same as prior to 2014).

2. **KICKOFF (5-man):**

- a. The Referee shall take a position near the hash mark opposite the press box. Depth will vary with the ability of the kickers. Check K's formation.
- b. The Line Judge shall assist in counting the kicking team.
- c. If a kickoff goes out of bounds and has been touched by the receivers, the covering official shall go to the spot, no need in using a bean bag.

3. **SCRIMMAGE DOWN:**

- a. The wings will give a hand signal for wide-outs either on the line or off the line.
- b. The covering official on out of bounds plays will hold the out-of-bounds spot and continue to observe action from that vantage point. Only in case of an emergency shall that official leave the sideline spot, the bean bag then may be dropped. The Back Judge and/or Referee shall assist covering out of bounds action.
- c. Wings must be aware to assist Umpires with ineligibles downfield.
- d. The chain clip shall be placed in the **middle** of the yard line closest to the back stake.

4. **Types of formations will determine how the referee will give the ready-for-play and take his position to cover the play.**

- a. If the offense has a normal huddle the referee should always be near the line of scrimmage to help with ball exchanges. Be sure your Back Judge and Timer can see you give the ready signal and always face the line of scrimmage.
- b. If the offense is a no-huddle set, the Referee may drop back 10-12 yards to give the ready signal. Always face the line of scrimmage.

5. **SHORT FREE KICK MECHANICS (5-man):**

For an expected Short Free Kick:

BJ and LJ on K's free kick line — L and U on R's Restraining Line

- Kick comes to BJ/L side of the field, focus on touching of the ball by R players and First Touching by K players. LJ/U key on blocking by K players and the ball traveling 10 yards.
- Kick comes to LJ/U side of the field, focus on touching of the ball by R players and First Touching by K players. BJ/L key on blocking by K players and the ball traveling 10 yards.

For an unexpected Short Free Kick:

- BJ-Team K's Free Kick Line — LJ- Team R's Free Kick Line, others in **normal** free kick positions.

- Kick comes to BJ side of the field, BJ takes touching of the ball by R players and First Touching by K players. LJ keys on blocking by K players and on the ball traveling 10 yards.
- Kick comes to LJ side of the field, LJ takes touching of the ball by R players and First Touching by K players. BJ keys on blocking by K players and on the ball traveling 10 yards.

6. PUNT COVERAGE DOWN FIELD (5-man)

- The Back Judge will cover his 2/3 of the field favoring the Line Judge's side. If the Back Judge starts out behind the deepest receiver he must move forward to view the catch/no catch or muff.
- The Linesman will leave when he is sure ball will be kicked and cover his 1/3 of the field. One official has the ball the other is observing action in front of and around the receiver/runner.
- The Line Judge will not leave the line-of-scrimmage until the kick has crossed the line.
- If the punt is short, the Back Judge may get help from the Line Judge.

7. TRY BY KICK OR FIELD GOAL ATTEMPT (5-Man):

- Move the Wing the holder is facing back under the uprights with the Back Judge.
- Umpires must move up to the goal line if a kick-try breaks down *but do not obstruct the view of the wing who is on the goal line.*
- Referee shall look into the holder's face, and be at least 10 yards wide and 3 yards deeper than kicker.

8. Official's uniforms shall follow the WVSSAC Officials' Handbook regulations. Blue bean bags and if necessary white bean bags for a PSK spot or aiding the down-marker in 1st and goal situations. **Shoes shall be black.** If an official wears a towel it must be black with the black pants.

9. TIMING INTERVALS AND INTERMISSION:

- All intermissions are to be timed by the Back Judge (and perhaps the Referee).
- Put 3 minutes on the clock for the mandatory warm-up period after the halftime intermission expires.

10. INITIAL COVERAGE OF ELIGIBLES:

Follow the mechanics illustrated in the most recent Official's Manual.

11. PSK shall not be used in overtime periods.

There are to be no overtime periods for JV football.

12. 6-MAN MECHANICS:

- Field Judge and Back Judge work inside out. Maintain a 17-20 yard horizontal spacing when taking pre-snap positions.
- Start no wider than the 9-yard marks (top of the numbers).*
- Use 5-man mechanics for wide-outs.

BRAND NEW: See Game Shortening Rule in Bulletin. Umpire shall raise his hand when the ball becomes dead following a scrimmage down. If there is only one flag, that official shall give the preliminary signal and report foul to the referee. If there are two flags, referee will get call and give preliminary/s signals.

Misc. Referees may operate either on the wide side of the formation or on the passing arm/kicking leg side for scrimmage downs (*other than kick tries*).

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

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BULLETIN

YEARLY REQUIREMENTS FOR REGISTERED OFFICIALS

1. **MUST BE A** CURRENTLY REGISTERED OFFICIAL AND **MUST BELONG** TO A LOCAL BOARD, IN ORDER TO OFFICIATE ANY SPORT. **(NO OFFICIAL MAY OFFICIATE UNTIL REGISTRATION IS COMPLETE.)**
2. **MUST ATTEND** THE WVSSAC SPONSORED RULES CLINIC IN THE SPORT FOR WHICH HE/SHE IS REGISTERED. FAILURE TO ATTEND THE STATE CLINIC WILL CAUSE YOU TO FORFEIT REGISTRATION FEES AND SUSPEND YOU THE CURRENT SEASON IN THAT SPORT.
3. **ATTEND A MINIMUM** OF FOUR (4) LOCAL BOARD MEETINGS. FAILURE TO ATTEND THE MIMIMUM MEETINGS WILL RESULT IN SUSPENSION FOR THE NEXT FOLLOWING SEASON IN THAT SPORT.
4. **MUST TAKE NF PART I TEST ONLINE.**
5. **MUST TAKE** THE NF PART II EXAM. FAILURE TO TAKE THE PART II EXAM WILL RESULT IN SUSPENSION FOR THE FOLLOWING SEASON IN THAT SPORT.
6. **MUST SUBMIT** GAME REPORTS BY THE SPECIFIED DATES AS LISTED ON THE BACK OF THE GAME REPORTS, IN THE OFFICIALS HANDBOOK, AND IN YOUR SPORT BULLETIN.

**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
OFFICIALS' HANDBOOK**

Index

NOTE: It is the responsibility of every official to know the rules set forth by this office that are contained in the Officials' Handbook and to abide by those rules.

IV. GENERAL REQUIREMENTS	12
Local Board/Registrations	12
Age	12
Character	12
WVSSAC Registration Date	12
Registration Fees	12
Late Fee	12
Physical Exam	12
Leave of Absence/Inactive	13
Inactive Registration	13
Medical Leave of Absence	13
Military Leave of Absence	14
Resigned or Failed to Register (Returning Official)	14
Transfer of Membership	15
Rules	15
Reinstatement	16
Clinic Attendance	16
Testing	17
Rules for Officials	17
Tournament and Play-offs	17
Uniform	18
Classification and Promotional Scale of Officials	20
V. REPORTS TO BE FILED BY OFFICIALS	22
Special Reports	22
Game Reports	22
Coaches Rating of Officials'	22
Needs Improvement	22
VI. GAME CONTRACTS	23
VII. OFFICIATING FEES	23
VIII. NON-WVSSAC ORGANIZATIONS	23
IX. FORMING A NEW OFFICIALS' BOARD	23
STATE LAW / ASSAULT AND BATTERY	24
QUESTIONS AND ANSWERS	25

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.a. 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.b. 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.c. Any coach, student, or bench personnel ejected by an official will be suspended for the remainder of the game, match, meet or contest. The coach, student, or bench personnel ejected by an official will also be suspended 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 an individual is 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. In accordance with rule 127-3-15.3, an individual ejected by an official may not appeal that ejection, or any subsequent suspension that is a consequence of the ejection by an official..

3.7.c.1. 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.

3.7.c.2. 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.

3.7.c.3. 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.d. 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.e. 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.f. 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.g. 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.a. *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.b. *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.c. *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.d. *Fine.* A fine may be levied by the Executive Director.

3.9.e. Each of these sanctions (Warning, Probation, suspension and Fine) may be imposed or levied separately, or in a combination of one or more sanctions.

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. However, disciplinary action imposed by an official, including disciplinary action that is a consequence of a decision by an official, such as a suspension for an additional game or games as a consequence of an ejection, is governed by rule 127-3-15.3 and is not subject to appeal.

3.11 *Review of Ejections.* Disciplinary action imposed by a contest official, including disciplinary action that results in a suspension for an additional game or games as a consequence of an ejection, is not subject to appeal pursuant to Rule §127-6. However, if the individual ejected believes the ejection was improper, he/she may request a review of the ejection by his/her principal. If the principal believes there is merit in the requested review, the principal shall complete and submit the WVSSAC Ejection Review Form within 24 hours or the next business day of the ejection to the Executive Director of the WVSSAC. If a review is properly requested, the WVSSAC will review the officials' special report, the WVSSAC Ejection Review Form, and such other information as the WVSSAC deems appropriate. Upon review, the WVSSAC Executive Director or the designated Assistant Director will either sustain the ejection and any consequent suspension(s), or will determine the ejection was improper and void any consequent suspension(s). A decision by the WVSSAC upon reviewing an ejection is not subject to appeal pursuant to Rule §127-6.

**National Federation of State
High School Associations**



NFHS GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING or THUNDER DISTURBANCES

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

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

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes 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 will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student athletes of the lightning policy at start of season.

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

Revised and Approved October 2014

DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.



**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
2875 STAUNTON TURNPIKE, 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 contact 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



Concussion Course Required

All **Coaches** are required to take the free course “Concussion in Sports” annually.

If the **Coach** took the course last year, he/she **MUST** take the course again before the anniversary date from the previous year.

You must go through the purchase/checkout process for the free course in order to get credit for the current year and to be able to print the certificate.

All **New Coaches** must take the course now. Follow the directions “**New to NFHS Learn? Register Now**” on www.nfhslearn.com

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.



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. **Each step / test in the progression takes 24 hours (1 per day).**

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. Reviewed 2015

rk:Sports Medicine/Return to Play



Requirements for 2017-18 NFHS free course “Sudden Cardiac Arrest” is required for all coaches to complete one time. Also, all coaches are required to complete the NFHS free course **“Heat Illness Prevention”** one time. Schools are to maintain appropriate records.

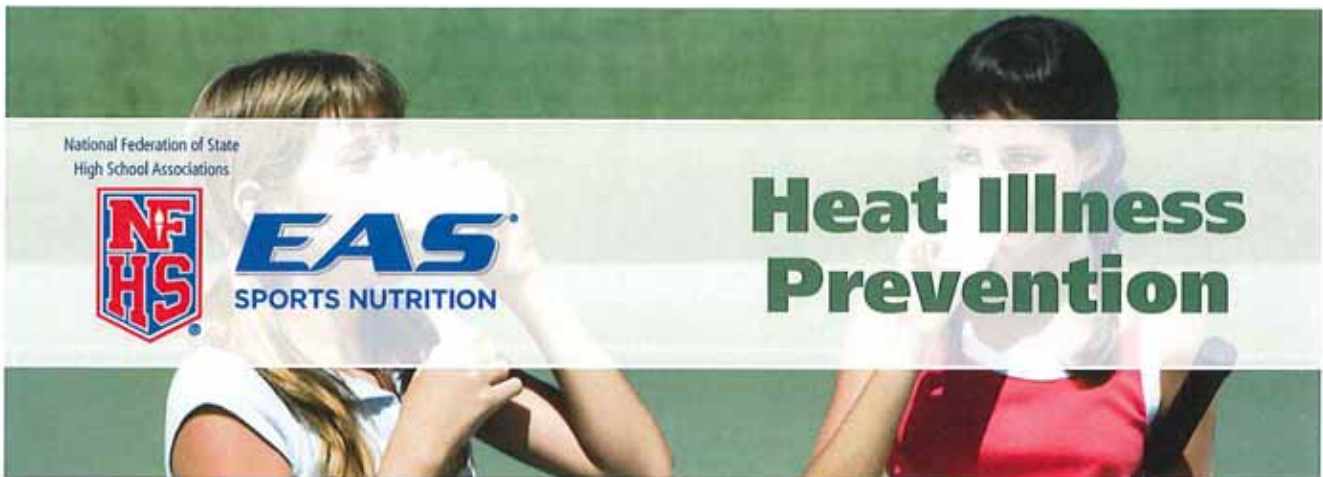
**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
WVSSAC Sports Medicine Committee**

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.



Exertional heat stroke is the leading cause of preventable death in high school athletics. Exertional heat stroke also results in thousands of emergency room visits and hospitalizations throughout the nation each year. This free course, brought to you by EAS Sports Nutrition, a division of Abbott Labs, is designed to give you the critical information you need to minimize the risk of exertional heat stroke among your athletes. The course presents seven fundamentals, which when followed, will minimize heat related illnesses of the students who participate.

Course Objectives

- Recognize that Exertional Heatstroke (EHS) is the leading preventable cause of death among athletes
- Know the importance of a formal pre-season heat acclimatization plan
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well-hydrated, and providing ample opportunities for, and encouraging, regular fluid replacement

Units

- Fundamentals
 1. Start Slow, Then Progress
 2. Allow for Individual Conditioning
 3. Adjust Intensity and Rest
 4. Start Sessions Adequately Hydrated
 5. Recognize Signs Early
 6. Recognize More Serious Signs
 7. Have an Emergency Action Plan

More

- Unlimited access to course & resources for one year from date of purchase
- FREE Course
- Use as an elective to fulfill  certification requirements
- Approved by NFHS for 1 course clock hour

More Information at nfhslearn.com!

HEAT INDEX (apparent temperature)

°F	RELATIVE PERCENT HUMIDITY								
	40%	45%	50%	55%	60%	65%	70%	75%	80%
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°
92°	94°	96°	99°	101°	105°	108°	112°	116°	121°
90°	91°	93°	95°	97°	100°	103°	106°	109°	113°
88°	88°	89°	91°	93°	95°	98°	100°	103°	106°
86°	85°	87°	88°	89°	91°	93°	95°	97°	100°
84°	83°	84°	85°	86°	88°	89°	90°	92°	94°
82°	81°	82°	83°	84°	84°	85°	86°	88°	89°
80°	80°	80°	81°	81°	82°	82°	83°	84°	84°

CAUTION
 EXTREME CAUTION
 DANGER

Source: National Weather Service

STA

- 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.

- 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.

- 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.

- **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.**

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: All Officials
FROM: WVSSAC
SUBJECT: Entering Game Reports

Below are the instructions and due dates for submitting game reports. Due Dates can be found in your Officials' Packet online. Game Reports will not be accepted if faxed or mailed to the WVSSAC.

INSTRUCTIONS:

1. Login to the WVSSAC Website: www.wvssac.org
2. Go to Admin Login (Located in the left-hand corner)
3. Type in your Registration Number-in ALL CAPS.
4. Type in your Password. Write it down and use it when you login to the SSAC website as an official
5. Click on Login
6. You are now on the Officials Management Page.
7. You need to click on Submit Game Reports.
8. Once at the game report form you can start entering your game reports. Remember to update and save for each game you enter. Make sure you select the sport your entering game reports for.
9. There is not a Submit button, when you update and save that will save your game reports to the file.

GAME REPORT DUE DATES:

FOOTBALL - VOLLEYBALL - SOCCER: DECEMBER 1, 2017

BASKETBALL - WRESTLING: APRIL 1, 2018

BASEBALL - SOFTBALL: AUGUST 1, 2018

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BULLETIN

HOW TO ENTER SELF NOMINATION FORMS

1. Go to our website and click on Admin Login
2. At User Name enter your registration number IN ALL CAPS.
3. At Password enter your password that you have created.
4. Once you're on the Officials Management Page click on Self Nomination Forms
5. In the upper left hand corner of the screen check and see if you are on the correct sport. If you are, Click on Load Self Nomination Form.
6. Once you're on the Self Nomination Form page you enter the month, day, and year.
7. Click if it's boys or girls.
8. Click if its college, varsity, jv, middle/other.
9. Click your position.
10. Click and select the Home Team. If the team is a non-member school you need to click in the box that says Non-Member School and type in the school name.
11. Click on and select the Visitor Team. If the team is a non-member school you need to click in the box that says Non-Member School and type in the school name.
12. Click on Add Game. This Key will start a new entry below the one you just entered.
13. When you have entered in all the games you need to qualify for tournament assignment, Go to and READ the Section on How to Submit Application. You must check mark all the boxes. When all boxes are marked the Save Application button will appear.
14. Click on the Save Application button. This is the same as Submit Application.
15. The screen will go blank and you need to click on the back to menu button in the upper left hand corner.
16. Click on the Load Self Nomination button again and check all the games you have entered. If everything looks ok you don't need to do anything else just logout. If you need to make any changes or corrections, make your corrections and click save application again.

If you have followed the Instructions above correctly you will receive an e-mail confirmation that you're Self Nomination Form has been received.

You don't need to contact this office if you have received an e-mail.

Please remember to update you e-mail address if you have any changes.



W V S S A C

SUDDEN CARDIAC ARREST AWARENESS



All coaches are required to complete the NFHS Sudden Cardiac Arrest Awareness course one time.

What is Sudden Cardiac Arrest?

- Occurs suddenly and often without warning.
- An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.
- The heart cannot pump blood to the brain, lungs and other organs of the body.
- The person loses consciousness (passes out) and has no pulse.
- Death occurs within minutes if not treated immediately.

What are the symptoms/warning signs of Sudden Cardiac Arrest?

- SCA should be suspected in any athlete who has collapsed and is unresponsive
- Fainting, a seizure, or convulsions during physical activity
- Dizziness or lightheadedness during physical activity
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age <50

ANY of these symptoms/warning signs may necessitate further evaluation from your physician before returning to practice or a game.

What causes Sudden Cardiac Arrest?

- Conditions present at birth (inherited and non-inherited heart abnormalities)
- A blow to the chest (Comotio Cordis)
- An infection/inflammation of the heart, usually caused by a virus. (Myocarditis)
- Recreational/Performance-Enhancing drug use.
- Other cardiac & medical conditions / Unknown causes. (Obesity/Idiopathic)

What are ways to screen for Sudden Cardiac Arrest?

- The American Heart Association recommends a pre-participation history and physical which is mandatory annually in West Virginia.
- Always answer the heart history questions on the student Health History section of the WVSSAC Physical Form completely and honestly.
- Additional screening may be necessary at the recommendation of a physician.

What is the treatment for Sudden Cardiac Arrest?

- Act immediately; time is critical to increase survival rate
- Activate emergency action plan
- Call 911
- Begin CPR
- Use Automated External Defibrillator (AED)

Where can one find additional information?

- Contact your primary health care provider
- American Heart Association (www.heart.org)

2017 Football Bulletin

WVSSAC Football Game Shortening Rule:

Re: NFHS Football Rule 3-1-2

Beginning with the start of the 4th period if a 35 point differential has been reached the clock operator will keep the game clock running except for the following situations:

- **Clock stopped for an injured player**
- **A charged Team timeout is awarded**
- **There is a change of possession**
- **There is a score**
- **For a try after touchdown**
- **Any extended delay**
- **When these instances occur the Referee will face the clock operator and give the Stop the Clock signal (signal 3).**
- **When the clock is stopped for any of the above reasons the clock will start on the Ready-for-Play by the Referee. The Referee will face the clock operator and give the start the clock signal (signal 2).**

The game clock will run during the following:

- **Incomplete legal or illegal forward pass**
- **Runner goes out of bounds**
- **For Penalty Administration including delay of game fouls**
- **When a first down is gained with no change of team possession**
- **When there is a change of possession and the team that had possession at the beginning of the down has possession at the end of the down.**

Game officials will use all normal mechanics within the Game Shortening Period. The remainder of the 4th period will be under this rule even if the differential is lessened.

NFHS Rule 3-1-3 may still may be utilized. "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated."

Submitted by Mike Webb, WVSSAC Football Clinician; Feb. 15, 2016