

2014 - 2015



Football
Officials
Packet

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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 left 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. Go to www.wvssac.org
2. Go to Admin Login (Located in the left-hand corner of the homepage)
3. In the Username and Password section enter in your Registration Number if you have not logged into the site. If you have logged in sign in using the username (Registration Number) and password you created only if you have changed it. **We do not have the ability to look up your passwords.**
4. Click on Login, and then you are on the Officials' Management Page
5. Then click on Edit Your Information and enter your email address.

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.wvssac.arbitersports.com
2. Go to the Sign In Area (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Go
5. Click on the Testing Tab
6. Look under Open Test
7. Find the appropriate test
8. Click on Take Test

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

1. Go to www.wvssac.arbitersports.com
2. Go to the Sign In Area (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Go
5. Click on Registration Tab
6. Read and follow the 4 steps of registration
7. Review Sports and Click on Make Payment
8. Print a copy for your records

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 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 28 - August 11, 2014

Part II Test Window

Football-Soccer-Volleyball-August 18 - September 2, 2014

Deadline for Self Nomination Forms-Online

Football – September 19, 2014

Soccer – September 19, 2014

Volleyball – October 20, 2014

Deadline For Game Reports-Online

Due Date is December 1, 2014

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

Football-Soccer-Volleyball – December 31, 2014 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: Ray Londeree, Assistant Executive Director
DATE: JUNE - 2014
SUBJECT: 2014 FOOTBALL SEASON

IMPORTANT REMINDERS:

1. The **2014** football Rules Clinic Schedule is enclosed. Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the **2014** 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 to be eligible for **2015-16** registration. 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, 2014. 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, 2014. Late Game Reports will be accepted and points credited if posted within 30 (Thirty) days from December 1, 2014 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, 2015 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.

**2014-2015
FOOTBALL CLINICS**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
July 28	Logan H. S.	6:00 p.m.	Brian Atkinson
July 30	Wheeling Park H. S.	6:00 p.m.	Dwayne Rodgers
July 31	Huntington H. S.	6:00 p.m.	Bruce Senior
Aug. 3	Interpreters' Clinic WVSSAC Office	9:00 a.m.	Ray Londeree
Aug. 3	Parkersburg South H. S.	4:00 p.m.	Rick Leach
Aug. 4	Woodrow Wilson H. S. Beckley	6:00 p.m.	Tim Carrico
Aug. 5	Capital H. S. - Charleston	6:00 p.m.	Clinton Giles
Aug. 7	East Fairmont H. S.	6:00 p.m.	Dave Nuzum
Aug. 8	Martinsburg H. S.	6:00 p.m.	Greg Reed
Aug. 9	Frankfort H. S.	10:30 a.m.	Kevin Shupe
Aug. 13	*WVSSAC Office *Make-up Clinic - \$10.00 Fee	7:00 p.m.	Ray Londeree

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 - - 2014

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 Wilson 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. * **Shortening Quarters: Rule 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 specifically require the sideline to be kept clear. The restraining line, Rule 1-2-3d and 2-26-8, require this area to be clear. These rules are not only to facilitate game administration, but they are also rules for player safety. **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 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 should 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 manners in sports. (See Penalty 9-5 and 9-8).

**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!!**

2014

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:	17	VISITORS:	17



Revise National Federation 2014 Football Rules Book - pages 83-85.

Page 83. 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".
- 5-1-2 Change "10" to "20" in line one.

Page 82-83. 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 84-85. **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. The overtime is considered as an extension of the 4th period.

Mike Webb, WVSSAC Football
May 15, 2014



WEST VIRGINIA MECHANICS – 2014

These pages dictate the commonalities with the NFHS Football Officials Manual and some add-ons that make the mechanics more efficient. Changes are *italicized*.

1. **PREE-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. Players may line up along their sideline. 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, obtain coaches/captains choices and go to your positions.*

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.
- 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 ineligible 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)

- a. 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.
- b. *The Linesman will leave when he is sure ball will be kicked and cover his 1/3 of the field*. This spacing prevents two officials from taking a single dead ball spot. One official has the ball the other is observing action in front of and around the receiver/runner.
- c. *The Line Judge will not leave the line-of-scrimmage until the kick has crossed the line*.
- d. 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):

- a. Move the Wing the holder is facing back under the uprights with the Back Judge.
- b. 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*.
- c. Referee shall look into the holder's face, and be wide.

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:

- a. All intermissions are to be timed by the Back Judge (and perhaps the Referee).
- b. Put 3 minutes on the clock for the mandatory warm-up period after the halftime intermission expires. The Referee shall start the 3-minute interval immediately. Referees may use some discretion for starting the 20-minute halftime interval depending on the distances team must travel to their locker rooms.
- c. Give at least two waves to stop the clock or to indicate an incomplection.

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:

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

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*).

WVSSAC / NFHS MECHANICS 2014

1. Kickoff duties for Back Judges. (**Experiment if you wish**, we know our sideline coverage works well but we don't know how BJ's going in to the middle will work). BJ's- don't run out on short kicks or if you think there will be a concern regarding getting to the middle.
2. **Punt mechanics** – we will hold the Line Judge on the LOS and the Linesman will cover downfield. This means the Back Judge will move over toward the Line Judge's side.
3. We use blue bean bags to mark certain spots and may use white bean bags at the down marker when we have goal- to- go.
4. Black pants with the 1 ¼" stripe for varsity. Now permitted to wear 1" striped shirts or 2 ¼" striped shirt as long as the entire crew is dressed the same. **Black shoes are a must !!!!** During lower level games you may wear shorts (either white or black) with white crew socks.
5. Linesman must instruct chain crew to place **clip in the middle** of a yard line. Do the clipping when the chains are placed on the restraining line.
6. Wings will continue signaling wide-outs (ends or flankers) on or off the line. Do not signal tight ends.
7. We have proposed in the past that the Back Judge always keys on the initial eligible widest to the strong side. The new NFHS Manual has changed some of these keys. Make sure your crew knows which keys everyone has. Tell your observer what keys you are honoring. I strongly recommend every crew in an Association use the same mechanics.
8. We do not drop a bean bag for free kicks out of bounds. The covering official gets to the spot.
9. We want our referees to monitor the offense and the back judges to monitor the defense during between the hashes time outs. **The wings will monitor** their teams during outside the 9-yard marks.

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



2015-2016 Registration Form

Please Print Legibly

****Required Information**

****Registration Number:** _____

****Social Security Number:** _____

****Name:** _____

****Address:** _____

****City/State/Zip:** _____

****Home Phone:** _____ ****Cell Phone:** _____

E-Mail Address: _____

****Select Sport: (Please complete one registration form per sport)**

_____ Football	\$45	_____ Volleyball	\$39
_____ Basketball	\$45	_____ Baseball	\$39
_____ Wrestling	\$45	_____ Softball	\$39
_____ Soccer	\$39	_____ Swim	\$35
_____ Track	\$35	_____ Tennis	No Charge

Inactive Registration: List Sport Here _____ \$10 Fee

Total Enclosed \$ _____ Check# _____

Make Check/Money Order Payable To: **WVSSAC** Registration fee is Non-Refundable.

Registration Form & Payment Are Due: June 15th of Each Year.

If Postmarked After June 15th, Please Include A \$25 Late Fee. This Includes Inactive Registrations As Well. Registrations will not be accepted after the Make-Up Clinic of the sport for which you are registering.

Signature

Date

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**

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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.

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BULLETIN

TO: ALL OFFICIAL'S
DATE: 2014-15 SPORT SEASON
SUBJECT: INDIVIDUAL PRINT-OUT

Use this form when requesting your individual coaches ratings.

NOTE: YOU MUST SUPPLY US WITH A SELF ADDRESSED STAMPED ENVELOPE TO RECEIVE YOUR END OF SEASON COACHES RATINGS.

NAME: _____

ADDRESS: _____

SPORT: _____

REGISTRATION NUMBER: _____

YEAR: 2014-15 SPORT SEASON

(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.

**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 within 30 seconds of a visible lightning strike, or a cloud-to-ground lightning bolt is seen, 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 and Thunder Safety” section contained in the NFHS Sports Medicine Handbook.

Revised and Approved January 2014



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

If the **Head 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.

New Head 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.

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; Reviewed 2014

rk:Sports Medicine/Return to Play

**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.*

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 right-hand corner)
3. Go to Officials Login [Click Here.](#)
4. Type in your Registration Number-Example- AG1963 (No spaces, dashes or hyphens)
5. Type in your Password. Write it down and use it when you login to the SSAC website as an official
6. Select Sport from the drop down box
7. Click on Continue
8. You are now on the Officials Management Page.
9. You need to click on Game Reports.
10. Once at the game report form you can start entering your game reports. Remember to update and save for each game you enter.
11. There is not a Submit button, when you update and save that will save your game reports to the file. What you see on your screen is what we will receive.

GAME REPORT DUE DATES:

FOOTBALL - VOLLEYBALL - SOCCER: DECEMBER 1, 2014

BASKETBALL - WRESTLING: APRIL 1, 2015

BASEBALL - SOFTBALL: AUGUST 1, 2015



W V S S A C

SUDDEN CARDIAC ARREST AWARENESS



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?

- Fainting/blackouts (especially during exercise)
- Dizziness
- 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/I Idiopathic)

What are ways to screen for Sudden Cardiac Arrest?

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

Where can one find additional information?

- Contact your primary care physician
- American Heart Association (www.heart.org)
- August Heart (www.augustheart.org)
- Championship Hearts Foundation (www.championshipheartsfoundation.org)
- Cypress ECG Project (www.cypressecgproject.org)
- Parent Heart Watch (www.parentheartwatch.com)