

2016 - 2017



Softball  
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](http://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. Go to [www.wvssac.org](http://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 (ALL CAPS), for the first time signing in on our site. After you have entered in your e-mail and password on our site, you will sign in using your registration number in all caps as your Username, and key in your new Password that you created.
4. Click on Login, and then you are on 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](http://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](http://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 are reset each year!

**DON'T** share your email address with other officials!

**REMEMBER:**

If you are having difficulty in logging into the WVSSAC site as an Official or the WV Central Hub site with Arbiter Sports please contact Roberta Newton or Alice Goodwin and have your instructions available.

**Part I Test Window**

Baseball – Softball – February 27, 2017 - March 13, 2017

Track – February 6, 2017 - March 6, 2017

**Part II Test Window**

Baseball - Softball – March 20, 2017 – April 3, 2017

Track – No Part II Test

**Deadline For Self Nomination Forms-Online**

Baseball – April 10, 2017

Softball – May 1, 2017

**Deadline For Game Reports-Online**

Baseball - Softball – August 1, 2017

Baseball – Softball:

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

Failure to take Part II – Refer to Item J-4, Pg. 15 and

Item M-2, Pg. 17 of the Official's Handbook.

Track:

Note: Failure to take Part I – Suspension the current 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](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

TO: *SOFTBALL OFFICIALS*  
FROM: *KELLY GEDDIS, ASSISTANT EXECUTIVE DIRECTOR*  
DATE: *FEBRUARY - 2017*  
SUBJECT: *2017 SOFTBALL SEASON*

### At Your Local Board You Will Receive:

1. **2017 Rule Book, 2017 Case Book, 2016 & 2017 Officials Manual**
2. Introductory Cards (15)
3. Return Registration Card

### Special Points of Emphasis:

1. Important dates for softball:
  - \* Season starts Monday, February 27, 2017
  - \* 1st contest may be played March 15, 2017
  - \* Sectional Tournament - May 1, 2017 - May 12, 2017
  - \* Regional Tournament - May 15-19; (Rain Date - May 20)
  - \* State Tournament - May 24-25 (rain date May 26)

Officials shall not accept any sectional assignment with dates in violation of this regulation. The games must be played on consecutive days once the tournament is started (weather permitting) and reverts to single elimination if not completed by rain date for both Sectional and Regional Tournaments.

2. Sectional Tournament play may be single or double elimination. Regional Tournament play is double elimination. The State Tournament will be a four team double elimination in each class.

**Softball Post Season Tournament:** See The Interscholastic for tournament specifics.

3. The 2017 State Softball Tournament will be held at Jackson Park in Vienna, WV **on May 24-25**. The rain date is May 26. **Norm Harris Parks and Recreation**, and Karen King state Clinician will serve as Tournament Directors.
4. The WVSSAC will conduct Softball Rules Clinics for the 2017 season. All officials are required to attend. A list of sites and dates is enclosed.
5. The WVSSAC adopted the **Wilson NFHS - 9011 yellow optic red stitched raised ball** for tournament play. Ball compression is 375, Cor. 47 and must have NF authenticating mark.
6. **Only** WVSSAC registered softball officials shall be used for regular season and tournament games. Class I and II officials are to be used for tournament play.
7. The 8-run rule will be in effect for all regular season games and tournament play.
8. A 10 run rule will be in effect for all regular season games from the third inning and before fourth 1/2 inning.
9. Suspended games may be played if coaches mutually agree prior to the start of the game. A suspended game is a game to be completed at a later date and shall be resumed at the point of interruption. **Please discuss this in pregame conference.**
10. Invitational and sanctioned high school tournaments must be regulation seven (7) inning games. There is no time limit allowance or shortening of innings.
11. All games in Sectional, Regional, and State Tournaments will be played under suspended game rules. Tournament games stopped because of rain, lightning, etc., will be resumed at the point of interruption and continue for the regulation seven (7) innings; the eight (8) run rule will be in effect for Sectional, Regional, and all State Tournament play.

12. Tie Breaker Procedure:  
The Tie Breaker may only be used in regular season and at the beginning of the 8th inning; however, there must be mutual consent of both coaches at pre-game. If there is not mutual consent, the Tie Breaker may not be used. The Tie Breaker will not be used in WVSSAC tournament play.

**INTERNATIONAL TIE BREAKER:**

- National Federation Rule 4-2-6: While using the tie breaker, each half-inning begins by placing a runner on second base. That runner is the player in the batting order who proceeds the lead off batter in that inning. Then the game proceeds a full inning or until a winner is determined in that inning.
13. Middle school varsity teams must play 7 inning games. Note that the 10 and 8 run rules also remain in effect.
  14. At all school levels (middle school, or high school), all subvarsity games may be limited to 1 hour 30 minutes (provided the inning has been completed) or 7 innings or conclusion of the game. The choice of these two game ending procedures must be determined by the coaches prior to the start of the game. This will be communicated to the officials during the pre-game conference. If coaches cannot reach agreement, the game will be seven innings. Note that the 10 and 8 run rules would also remain in effect. Subvarsity games may also use the Tie Breaker (see #12).  
**NOTE: This is not an option for varsity level games.**
  15. Please review the 2017 February Interscholastic for more information about the softball program.
  16. A Softball Rule Interpretation Meeting will be conducted at the WVSSAC office on Saturday, January 28, 2017 at 1:00 pm. **Each Board should send at least the rules interpreter; this official must be a WV registered official. Officials whose boards are not represented at this meeting will not be considered for tournament selection.** There will be no charge for this meeting. **ONLY SNACKS WILL BE PROVIDED.**
  17. Umpires will be required to present an Introductory Card at the pre-game conference. **Officials are also required to sign the score book and include registration numbers.**
  18. We have recommended that all officials working athletic contests should have written contracts with the host school (refer to p. 23 of the Officials' Handbook GAME CONTRACTS). Contracts may be obtained from the WVSSAC office.
  19. All temporary body markings and face paint must be removed. Permanent body markings must be covered if the game official determines the marking is objectionable. Note: This is an official's determination and is not protestable.
  20. Officials should review the following information which may be found in The Interscholastic: Spectator Support Information and Game Suspension Policy.
  21. Game Reports are due no later than August 1, 2017. Game Reports will be submitted online.
  22. For state tournament play, four person officiating crews will be used. The Coaches Committee has recommended that four person crews also be contracted for regional play.
  23. Officials are reminded that only authorized/school/county coaches are allowed on the field during warm-up, conferences, game, etc.
  24. Double first base is permitted if home team chooses.
  25. Courtesy Runner Rule - Please review this rule very carefully.
  26. Officials' Uniform - Refer to proper uniform according to your ON LINE Officials' Handbook.
  27. The Officials' Handbook for will no longer be printed. You can find the Handbook on our web site. Information is enclosed.

**NOTE: The Part II Examination is mandatory for all registered officials to be eligible for the 2017-18 registration. The Part II Examination will be taken on Arbiter.**

## **Softball Rules Changes - 2017**

1-5-2c: The taper is the transition area which connects the narrower handle to the wider barrel portion of the bat. The taper shall have a conical shape. Language requiring the taper to be of a solid surface has been removed.

Rationale: This change brings the NFHS in line with other rules codes concerning the surface of the taper.

3-2-1: While uniforms of team members shall be of the same color and style, state associations permit players to participate while wearing a different style uniform for various reasons, including inclement weather.

Rationale: There may be circumstances in which state associations make accommodations relative to inclement weather, religious exceptions, or other situations.

3-2-7: Exposed undergarments, if worn, are considered part of the official uniform. All exposed undergarments shall be a solid single color: black, white, gray or a school color.

- a. For individual players, exposed upper-body undergarments do not have to be the same color as exposed lower-body undergarments.
- b. For all team members, exposed upper-body undergarments shall be the same solid single color, and all exposed lower-body undergarments shall be the same solid single color.
- c. Garments other than team uniforms such as arm sleeves, leg sleeves, and tights are permissible. Anything worn on the arm or leg is a sleeve, except a brace, and shall meet the color restrictions.

Rationale: Multi-color undergarments and sleeves are a distraction and create a possible safety concern. This rule establishes solid color requirements similar to other NFHS sport rules.

3-2-15 NEW: All equipment shall be inspected by the umpire, and is to be placed outside the dugout/bench prior to the start of the game.

Rationale: Placing all equipment in one location at one time is a more efficient method to conduct this inspection.

3-6-7 PENALTY: Players and substitutes shall not enter the contest unreported. The umpire shall issue a team warning to the coach of the team involved and the next offender on that team shall be restricted to the dugout/bench for the remainder of the game. The head coach is also restricted to the dugout/bench for the remainder of the game for a second violation.

Rationale: Language clarifies when the coach is restricted to the dugout/bench.

### **2017 Major Editorial Changes**

6-2-2; 7-4-8 NOTE; 8-1-2; 8-2-4 EXCEPTION

### **2017 Points of Emphasis**

Pitching  
Uniforms  
DP/FLEX Simplified

**2016-2017  
SOFTBALL RULES CLINICS**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
Jan. 28	Interpreters' Clinic Parkersburg (WVSSAC)	1:00 p.m.	Kelly Geddis
Jan. 28	Parkersburg (WVSSAC)	1:00 p.m.	Kelly Geddis
Jan. 30	Logan H. S.	6:00 p.m.	Brian Atkinson
Jan. 30	Huntington H. S.	6:00 p.m.	Bruce Senior
Feb. 2	Wheeling Park H. S.	6:00 p.m.	Dwaine Rodgers
Feb. 4	Martinsburg H. S.	9:00 a.m.	David Walker
Feb. 4	Frankfort	12:30 p.m.	Jay Hesse
Feb. 6	Woodrow Wilson H. S. Beckley	6:00 p.m.	Tim Carrico
Feb. 7	Capital H. S. – Charleston	6:00 p.m.	Cody Clay
Feb. 9	Robert C. Byrd H. S.	6:00 p.m.	Scott Davis
Feb. 13	*WVSSAC Office *Make-up Clinic - \$10.00 Fee	5:00 p.m.	Kelly Geddis

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

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



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## BULLETIN

TO: Softball Officials' Board, Coaches, & Officials  
FROM: Kelly Geddis, CAA, Assistant Executive Director  
DATE: January 2017  
SUBJECT: Interpreters' Clinic

The 2017 Softball Interpreters' Clinic will be held at the WVSSAC office in Parkersburg beginning at 1:00 p.m. on Saturday, January 28, 2017. Each local officials' board must send at least one WV registered official to represent its board in order to be considered for working the State Softball Tournament. Anyone who attends the interpreters' clinic shall receive one local meeting credit plus credit for the WVSSAC State Clinic. No fees are required, only snacks will be provided.

### 2017 SOFTBALL INTERPRETERS CLINIC Saturday, January 28, 2017 1:00 P.M.

The following person(s) will represent the local association or school on Saturday, January 28, 2017. Also, please list other officials and coaches who will attend.

Local Board: \_\_\_\_\_ Secretary: \_\_\_\_\_

Coach: \_\_\_\_\_ High School: \_\_\_\_\_

Official: \_\_\_\_\_ Address: \_\_\_\_\_

Official: \_\_\_\_\_ Address: \_\_\_\_\_

Official: \_\_\_\_\_ Address: \_\_\_\_\_

**\*\*Please return to the WVSSAC office by January 27, 2017\*\***

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## BULLETIN

To: Baseball and Softball OFFICIALS

From: Greg Reed, Assistant Executive Director  
Kelly Geddis, Assistant Executive Director

Subject: Umpires Working both Softball and Baseball

We have approximately 60 umpires who work both baseball and softball. In the past you were required to attend Rules Clinics in both sports, this procedure has changed.

All umpires who umpire both sports will be required to attend the Softball Rules Clinic. The Baseball Board Secretary will be sent a link to the Baseball Rules Clinic video for your viewing after February 13, 2017. The Baseball Board Secretary will validate your viewing of the video and return the verification form to this office.

Remember this only applies to officials that are registered for Softball and Baseball.

This will rotate yearly. In 2018 umpires working both sports will attend the Baseball Clinic and view the Softball Clinic video. Should you have any questions, do not hesitate to contact this office.

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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 MINIMUM 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.**

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## 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](http://www.nfhslearn.com)

# Concussion in Sports - What You Need to Know Ordering Information at [www.nfhslearn.com](http://www.nfhslearn.com)



### Steps to access the FREE course:

1. Go to [www.nfhslearn.com](http://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](http://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](http://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](http://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. Revised 2016

rk:Sports Medicine/Return to Play



**New requirements for 2016-17 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.

National Federation of State  
High School Associations



**EAS**  
SPORTS NUTRITION

# Heat Illness Prevention

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](http://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](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://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](http://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, 2016

BASKETBALL - WRESTLING: APRIL 1, 2017

BASEBALL - SOFTBALL: AUGUST 1, 2017

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494  
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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 (Commotio 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](http://www.heart.org))



## DP / FLEX REMINDERS

<p>1. A DP does not have to be used</p>	<p>7. If the starting DP plays defense for the FLEX player, the FLEX player has left the game and the team continues with 9 players.</p>
<p>2. If used, it must be noted on the starting lineup.</p>	<p>8. The FLEX player can bat or run, but only in the original DP's position. Therefore, the FLEX player and the DP can never be on offense simultaneously.</p>
<p>3. A team using the DP starts the game with 10 players on the lineup card, but could end the game with 9 or 10.</p>	<p>9. When the FLEX player bats for the DP, the FLEX player bats in position of the original DP. The DP is considered to have left the game, but the FLEX player has not.</p>
<p>4. The STARTING DP can play defense for any of the other 9 players in the lineup.</p>	<p>10. If the DP re-enters the game, she must do so in her original batting order position and the FLEX player could: (A) move back to the No. 10 position in the lineup, or (B) leave the game. If the FLEX player moves back to the 10th position in the lineup, the team resumes the game with 10 players and the FLEX player has never left the game.</p>
<p>5. If the starting DP plays defense for a player listed within the first 9 batting positions in the lineup, that player will continue to bat in her original position in the lineup and has not left the game.</p>	<p>11. A substitute can enter the game for either the DP or the FLEX position. The substitute can enter on defense, or as a pinch hitter or pinch runner.</p>
<p>6. The player listed in the 10th position in the lineup will play defense only and will be called a FLEX player. The DP and the FLEX player can play defense simultaneously.</p>	

### REMINDERS:

- 1) The DP can never be on DEFENSE ONLY.
- 2) The FLEX player can never be on OFFENSE ONLY.
- 3) The DP and FLEX player can never be on offense at the same time.
- 4) The STARTER and the SUBSTITUTE cannot be in the game at the same time.
- 5) The starting DP and FLEX player have one re-entry just as any other player.
- 6) Once the game is started with the DP/FLEX positions in the lineup, those positions are available for the entire game.
- 7) The penalty for illegal re-entry of the DP or FLEX player is always restriction to the bench/dugout.
- 8) If the player is on offense, she is called out. If the player is on defense, the team on offense may have the choice of taking the result of the play or accepting the penalty.