

2018 - 2019



Football
Officials
Packet

FOOTBALL OFFICIALS TABLE OF CONTENTS

How to sign onto WVSSAC and enter in Password and E-mail address	3
How to sign onto Arbiter and take the Part I and Part II Exam	3
Part I and Part II Exam - Tournament Nomination and Game Report Dates	4
Entering Game Reports	5
How to Enter Self Nomination Forms	6
Yearly Requirements	7
Football Rules Clinic Dates & Locations.....	8
Football Officials Bulletin	9
Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the 2018-19 season. (see Additional Option for Clinic Attendance in your Officials' Handbook) located on our website.	
2018 Football Alerts – Mike Webb	10
20 Yard Line - Overtime Procedure– Mike Webb	12
2018 – West Virginia Mechanics	13
WVSSAC Football Bulletin - Game Shortening Rule	15
Attachment A	16
Bench Clearing Rule	17
Game Suspension Guidelines	18
Body Fluid Policy	19
Concussion in Sports – What You Need to Know	21
Return to Play – Protocol	22
WVSSAC Heat Acclimatization and Heat Illness Prevention Position Statement	23
NFHS Heat Illness Prevention	24
Heat Index	25
Sudden Cardiac Arrest Awareness	26

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. Locate and click on 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 WVSSAC Officials' Management Page?

1. Go to www.wvssac.org
2. Click on Admin Login
3. Type in your Registration Number and password. Remember both are case sensitive.
4. Click on Login
5. This will take you to the officials management page.

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

1. Go to www.arbitersports.com
2. Click on Login (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Sign in
5. Click on the WV-Central Hub - Account Type - Central Hub
6. Click on the Testing Tab
7. Look under Open Test
8. Find the appropriate test
9. Click on Take Test
10. Sign In Trouble: Call Arbiter at 1-800-311-4060

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

1. Go to www.arbitersports.com
2. Click on Login
3. Enter your email address and password
4. Click Sign-in
5. Click on WV-Central Hub - Account Type - Central Hub
6. Click on Registration. Select your Sport. Read and follow the steps of registration. Make sure you have selected the correct registration year and sport.
7. Review Sports and Click on Make Payment (Click Make Payment Button only 1 time.)
8. Keep email from Pro Pay as your receipt.

Part I Test Window

Football-Soccer-Volleyball-July 23 - August 6, 2018

Part II Test Window

Football-Soccer-Volleyball-August 13 - August 27, 2018

Deadline for Self Nomination Forms-Online

Football – September 17, 2018

Soccer – September 17, 2018

Volleyball – October 15, 2018

Deadline For Game Reports-Online

Due Date is December 1, 2018

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

Football-Soccer-Volleyball – December 31, 2018 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: All Officials
FROM: WVSSAC
SUBJECT: Entering Game Reports

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

INSTRUCTIONS:

1. Login to the WVSSAC Website: www.wvssac.org
2. Go to Admin Login (Located in the left-hand corner)
3. Type in your Registration Number.
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, 2018

BASKETBALL - WRESTLING: APRIL 1, 2019

BASEBALL - SOFTBALL: JULY 1, 2019

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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.

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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 FOR 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 NFHS PART I TEST ONLINE.**
5. **MUST TAKE THE NFHS 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 IN THE OFFICIALS HANDBOOK AND IN OFFICIALS PACKET ONLINE.**

**2018-2019
FOOTBALL CLINICS**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
July 25	Wheeling Park H. S.	6:00 p.m.	Dwaine Rodgers
July 26	Huntington H. S.	6:00 p.m.	Bruce Senior
July 29	Interpreters' Clinic	10:00 a.m.	Wayne Ryan
July 30	Woodrow Wilson H. S. Beckley	6:00 p.m.	Tim Carrico
July 31	Capital H. S. - Charleston	6:00 p.m.	Ron Wilson
Aug. 2	East Fairmont H. S.	6:00 p.m.	Dave Nuzum
Aug. 3	Martinsburg H. S.	6:00 p.m.	David Walker
Aug. 4	Frankfort H. S.	9:00 a.m.	Jay Hesse
Aug. 6	Parkersburg H. S.	6:00 p.m.	Rick Dobson
Aug. 7	Logan H. S.	6:00 p.m.	Brian Atkinson
Aug. 9	*WVSSAC Office *Make-up Clinic - \$10.00 Fee	6:00 p.m.	Wayne Ryan

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

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

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BULLETIN

TO: Football Officials
FROM: Wayne Ryan, Assistant Executive Director
DATE: June - 2018
SUBJECT: 2018 Football Season

IMPORTANT REMINDERS:

1. The **2018** Football Rules Clinic Schedule is enclosed. Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the **2018** season. (See Additional Option For Clinic Attendance, from the Officials' Handbook), which is located on the Official Page of the WVSSAC Web Site.
2. The Part II Examination is mandatory for all registered officials. The Part II Examination will be taken online.
3. **Class III** officials will not officiate varsity interscholastic games in football.
4. All player-coach ejection's or unsportsmanlike acts will be reported to WVSSAC within 24 hours. (HS, JV and JH). Special Reports should be done online.
5. Junior varsity or junior high school game officials may wear white or black shorts; however, all officials must wear the same combination of uniforms. Compression shorts shall not extend below the 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 online only. No credit will be given for mailed game reports. Game Reports can only be posted online until 11:59 on December 1, 2018. 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, 2018. Late Game Reports will be accepted and points credited if posted within 30 (Thirty) days from December 1, 2018 date. Contact Alice Goodwin and send your late fee of \$25.00 and request. Alice will contact you and let you know when you can post your game reports. You have until January 1, 2018 to complete this. Credit for Game reports will not be given after the January 1st deadline date.**

10. Special Report Forms: Are required to be submitted online at www.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.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

FOOTBALL ALERTS - - 2018

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

10. **Side Line and Team Box Area:** The diagram associated with Rule 1-2-1 (11-player field diagram) and the operation of the down marker and line-to-gain equipment as in Rule 1-3-5 and 9-8-3 specifically require the sideline to be kept clear. ***The restricted area is to be clear when the ball is live.*** Safety is always a main concern.
11. Rule 7-5-6 covers pass eligibility numbering. All levels of play must follow this rule. Numbers 50-79 are always ineligible receivers.
12. **NFHS / WVSSAC Point of emphasis. Proper wearing and use of required equipment**
13. The WVSSAC requires each game of High School level Varsity, JV and Jr. High/Middle School football be administered by appropriately registered officials. **Class III officials may not work varsity contests**
14. **COACHES' RATINGS OF OFFICIALS:** Make them as constructive as possible and be specific. We don't want to run off officials.
15. **SPORTSMANSHIP:** Coaches and Officials – we are on the same team. Maintain good behavior in practices as well as games. Let us eliminate bad behaviors in sports. (See Penalty 9-5 and 9-8).
16. **Remember**, if there is only one (1) flag for a foul the calling official shall give the preliminary signal. The foul must also be reported to the referee.

- ***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!!***

2018

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: 7 VISITORS: 7



Revise National Federation 2018 Football Rules Book - pages 84-87.

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

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

- Page 85. 5-2-1 add c. "The offensive team is in possession of the ball beyond the line-to-gain."
- 5-3-1 Delete the line-to-gain is always the goal line. (The line-to-gain shall be as during the regular game and as described in Rule 5-1).

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

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

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

Mike Webb, WVSSAC Football
June 1, 2018



WEST VIRGINIA MECHANICS – 2018

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

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

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

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

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

3. **SCRIMMAGE DOWN:**

- a. The wings will give a hand signal for wide-outs either on the line or off the line.
- b. The covering official on out of bounds plays will hold the out-of-bounds spot and continue to observe action from that vantage point. Wings must be aware to assist Umpires with ineligible downfield.
- c. The chain clip shall be placed in the middle of the yard line closest to the back stake.
- d. **NEW: 3rd or 4th and short line to gain wings be alert of line-to-gain.**
- e. **6-man:** Deep Judges, work inside out, maintain 17-yard spacing between you.

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. 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 at least 10 yards wide and 3 yards deeper than kicker.

8. Official's uniforms shall follow the WVSSAC Officials' Handbook regulations. Blue bean bags and if necessary white bean bags for a PSK spot or aiding the down-marker in 1st and goal situations. Predominately black shoes with black laces and some white accents. 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.

10. INITIAL COVERAGE OF ELIGIBLES:

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

11. PSK shall not be used in overtime periods.

There are to be no overtime periods for JV football.

12. 6-MAN MECHANICS:

Field Judge and Back Judge work inside out. Maintain a 17-20 yard horizontal spacing when taking pre-snap positions.

In 6-man, deep judges have outside eligibles. With trips, take two outside eligibles.

Start no wider than the 9-yard marks (top of the numbers).

BRAND NEW: See Game Shortening Rule in Bulletin. Umpire shall raise his hand when the ball becomes dead following a scrimmage down (this starts the referee's 12-15 second count). If there is only one flag, that official shall give the preliminary signal and report foul to the referee. If there are two flags, referee will get call and give preliminary/s signals.

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

NEW: Be certain the chain crew has been properly instructed as to their duties and to stay alert and move out of the way when a play comes toward them.

2018 Football Bulletin

WVSSAC Football Game Shortening Rule:

Re: NFHS Football Rule 3-1-2

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

- Clock stopped for an injured player
- A charged Team timeout is awarded
- There is a change of possession
- There is a score
- For a try after touchdown
- Any extended delay

When these instances occur the **Referee** will face the clock operator and give the Stop the Clock signal (**signal 3**).

When the clock is stopped for any of the above reasons the clock will start on the Ready-for-Play by the Referee. The **Referee** will face the clock operator and give the start the clock signal (**signal 2**).

The game clock will run during the following:

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

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

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

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.

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**



**GUIDELINES ON HANDLING PRACTICES AND CONTESTS
DURING LIGHTNING OR THUNDER DISTURBANCES**

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 safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
 3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or 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.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
- * – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
 5. Inform student-athletes and their parents of the lightning policy at start of the season.

Revised and Approved March 2018



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

BODY FLUID HANDLING PROCEDURES

PURPOSE

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

BLOOD-BORNE PATHOGENS

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

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

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

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

PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS

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

General Procedures:

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

Procedures for Activities:

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

REFERENCES

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

Policy Adopted by the Board of Directors



Concussion Course Required

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

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

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

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

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



Steps to access the FREE course:

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

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



WVSSAC

Return to Play (RTP) Protocol

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

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

RTP shall be delayed until athlete is asymptomatic and has undergone a progression of tests to determine if they are able to RTP. **Each step / test in the progression takes 24 hours (1 per day).**

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

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

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

Appropriate Health Care Professional

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

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

Approved Board of Directors 5/06/10. Reviewed 2015

rk:Sports Medicine/Return to Play



Requirements for 2018-19 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.

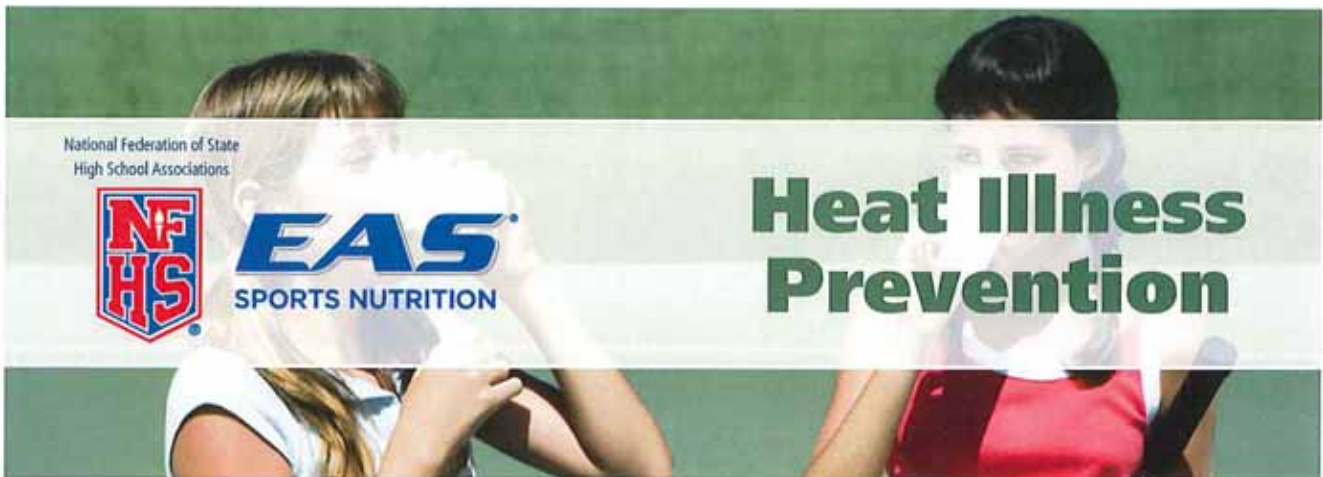
**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
WVSSAC Sports Medicine Committee**

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 required by SB40 that each member school have a written Emergency Action Plan for practice and games to deal with emergencies related to injury or illness to a student athlete. The plan should include involvement of local rescue agencies, medical doctors, hospitals and local law enforcement agencies.



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

Course Objectives

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

Units

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

More

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

More Information at nfhslearn.com!

HEAT INDEX (apparent temperature)

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

CAUTION
 EXTREME CAUTION
 DANGER

Source: National Weather Service

STA

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

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

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

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



W V S S A C

SUDDEN CARDIAC ARREST AWARENESS



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

What is Sudden Cardiac Arrest?

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

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

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

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

What causes Sudden Cardiac Arrest?

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

What are ways to screen for Sudden Cardiac Arrest?

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

What is the treatment for Sudden Cardiac Arrest?

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

Where can one find additional information?

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