

**2018 - 2019**



**VOLLEYBALL  
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. 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](http://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](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. 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](http://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

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## BULLETIN

TO: *Volleyball Officials*  
FROM: Kelly Geddis, Assistant Executive Director  
DATE: July-2018  
SUBJECT: **2018 Season**

### Important Reminders:

#### **Volleyball Program - The Interscholastic**

The Volleyball Program from The Interscholastic – for your review before attending the Rules Clinic. Officials are asked to carefully review all information with particular emphasis on the shaded areas. Please bring your packet to the Rules Clinic.

1. The **2018** volleyball Rules Clinic Schedule is listed – see Index. Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the **2018** season. (See Additional Option For Clinic Attendance, Item L. Clinic Attendance of the Officials' Handbook), which is on our web site.
2. The red and yellow card procedures will be used in West Virginia.
3. **Rally scoring must be used in all matches.**
  - A. High School Varsity and JV - Dual Competition 3 of 5 no cap first 4 sets to 25 points, 5th set to 15 points must win by two. Schools have option of adjusting JV matches. JV's are 2 of 3 if there is a varsity match.
  - B. Tri's or Quads - 2 of 3 no cap all 3 sets to 25 must win by two.
  - C. High School Varsity Tournaments - 5 or more teams must use rally scoring - 2 of 3 matches - the format is to be determined by the director. No 3 of 5 permitted. Can use pool play.
  - D. 9th Grade, Middle School - 2 of 3 no cap all 3 sets to 25 must win by two.
4. The Part II Examination is mandatory for all registered officials. The Part II Examination will be taken online.
5. All player and coach ejection's and all unsportsmanlike conduct will be reported to the WVSSAC (HS, JV, and MS) within 24 hours. Only red card violations need to be submitted on the Special Report Form.
6. It is your obligation and responsibility to understand the contents, deadline dates, etc., detailed in the WVSSAC Officials' Handbook. LOCATED ON OUR WEB SITE.
7. All officials must submit game reports online by December 1<sup>st</sup> to receive credit for matches worked – online submission only.

## 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.**

9. West Virginia high school coaches complete coaches rating of officials on line.
10. Uniform Clarification: The WVSSAC has specified that the official's uniform will consist of a golf-type all white short sleeve shirt with a collar. The shirt must have 2 to 3 buttons at the neck and the material must be a non-see-through material. The uniform further consists of black slacks or black shorts (of mid-thigh or longer length), black shoes with black socks or white shoes with white socks. All officials in a given contest must be uniform in their dress.
11. Official's Tournament Nomination is due October 15, 2018, for Class I or II officials. To be considered for a state tournament assignment. Must be submitted on line only-see Index.
- 12. Please notify this office of any address change.**
13. Officials are reminded that officials' contracts are recommended for matches. The contracts, if used, are between the school and the official.
14. Middle School net height is **7 feet. 9<sup>th</sup> grade net height is 7' 4 1/8" feet.**
15. **General Information:**

***The warm-up time for all levels of competition is 2-6-6 for a total of 14 minutes. The first two minutes both teams have access to their side of the court. At the end of two minutes a horn or whistle will sound and the team that won the coin toss will take the floor for six minutes. If a team wants to practice serving it must be done during these six minutes. Both teams will no longer practice serving at the same time. At the end of the first six minute warm-up a horn or whistle will sound and the opposing team will have the floor for six minutes. The change in serving was for safety reasons and to try and make it a more organized drill. The amount of warm-up time has not changed, just the serving procedures.***

***It is also important for coaches to know that officials do not dictate what a team does during its warm-up time. That is up to the coach as to what is done during this time.***

16. Points of Emphasis:
  - A. Officials' Apparel: All officials must be properly dressed. All shirts are required to be tucked in.
  - B. Special Reports are to be issued if players or coaches do not adhere to uniform/attire regulations. Please review The Interscholastic. - New rules included.
  - C. Coaches' Committee Requests:
    1. Officials should monitor behavior, particularly for safety and taunting concerns, during the warm-up period.
    2. Local Boards are asked not to send two rookie officials to a site. Local Boards are encouraged to utilize a mentor program whereby a veteran official is assigned with each rookie official.
    3. If officials are assigned by the local board or an Assigning Commissioner, the school athletic administrator or principal should receive the officials assignments prior to the first allowable play date.

4. Officials need to consistently enforce all rules regardless of the level of play. Concern was expressed that middle school matches were not being appropriately officiated.
- D. **Player Uniform** - All players must come on the court appropriately dressed. **Player's Shirts** - If shirts are designed to be tucked in they must be. If player refuses to tuck in shirt, treat as unsportsmanlike conduct. If coach fails to require players to abide by the regulation, the result is forfeiture. **Uniforms are to be worn as designed. Players are not allowed to wear midriff shirts. Schools are permitted during the month of October to send a request in writing to the WVSSAC office to wear pink uniforms. The uniform must meet all NFHS uniform requirements. If approved by this office, the coach must present to official.** **Player Actions:** When players enter the gymnasium/playing area they must be properly dressed. **At no time can a uniform be removed while in the playing area or spectator area. Removal of uniforms must take place in a designated area.** The same rule applies for putting on uniforms.
- E. **Contact Lenses** - Coaches do NOT need to record this in the score book. If a lens is lost, it is an official's time-out. If the lens is not recovered in the allowed time, then coaches must follow substitution procedures. Give players time to find contact. If unable to find, coach may substitute or player may re-enter.
- F. **No jewelry is permitted.** An athlete who has a medical note from a Doctor must submit a request to the WVSSAC to leave the daith piercing in during play. If it has been approved by this office, the coach must carry that waiver to each match to present to the official. The daith piercing must be covered by a bandaid. If they do not have a letter of approval from this office, then the athlete must take it out or sit out - NO EXCEPTIONS.

KG:ag

**2018-2019  
VOLLEYBALL RULES 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 28	Interpreters' Clinic WVSSAC Office	9:00 a.m.	Kelly Geddis
July 28	WVSSAC Office	9:00 a.m.	Kelly Geddis
July 30	Woodrow Wilson H.S.	6:00 p.m.	Tim Carrico
July 31	Capital H.S. - Charleston	6:00 p.m.	Ron Wilson
Aug. 2	East Fairmont	6:00 p.m.	Dave Nuzum
Aug. 7	Martinsburg H.S.	5:00 p.m.	David Walker
Aug. 10	*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.***



## **Volleyball Rules Changes - 2018**

2-4-1b: A referee shall stop play when any player gains an illegal advantage by contacting any team member while playing the ball.

Rationale: Clarifies that no team member may assist a player during an attempt to play the ball.

5-5-3b(10) (NEW): The second referee has the responsibility to ensure that the head coach remains in the replacement zone no closer than 6 feet to the sideline, when standing during play.

Rationale: Supports the second referee's responsibilities as outlined in the Officials Manual.

5-5-3b(13), 5-5-3b(20), 5-8-3a NOTE (NEW): When multiple courts are in use, the second referee may end a time-out or interval between sets with a long whistle in place of the timer sounding an audio signal (horn).

Rationale: Clarifies timer and second referee responsibilities during time-outs/intervals when multiple courts are in use.

9-8-2 EXCEPTION (NEW), 11-4-1b (NEW): When a replay is signaled due to an injury/illness and the injured/ill player cannot continue play, the head coach may request a substitute or complete a legal libero replacement for the injured/ill player or take a team time-out(s) if the team has remaining time-outs.

Rationale: Clarifies the procedures for a replay due to an injured/ill player and adds the option of a legal libero replacement.

10-2 PENALTIES 2: After a team is charged with an unnecessary delay, the coach may request no further substitutions until the next completed rally.

Rationale: Eliminates further delay of the set by removing the option to request additional substitutions after a team is charged with an unnecessary delay.

11-5-3 (NEW): Between sets, teams may warm up in their playing area, but may not hit volleyballs over the net into the opponents playing area.

Rationale: Establishes parameters for warming up between sets that minimize the risk of injury.

SIGNAL #21: To signal unnecessary delay, raise the hand on the side of the offending team beside head, palm facing shoulder, hold the appropriate card on the wrist of the raised hand.

Rationale: Simplifies mechanics for unnecessary delay signal and clarifies side at fault.

## **2018-19 VOLLEYBALL MAJOR EDITORIAL CHANGES**

1-5-2c (NEW), 1-7-2 thru 4: Provides consistency by listing all reasons why a match shall be declared a forfeit and clarifies that a forfeit is considered a termination of a match and not a suspension.

5-4-1c: Clarifies that the inspection of net antennas is a prematch responsibility of the first referee.

5-5-3b (13) & (20): Clarifies that the second referee shall use a double whistle to indicate the warning during a time-out and when an intermission is used.

6-4-5 NOTE (NEW): Clarifies that when a team is playing with fewer than six players, the vacant position remains open when rotating to the front row.

## **2018-2019 Volleyball Editorial Changes**

2-1-4, 5-2-1b, 5-4-4d(1) & (4), 10-4-3c, 12-2 Procedures for Unsporting Conduct Violations 4 and 5, How to Use the Signals #20

## **2018-19 Volleyball Points of Emphasis**

Safety of Referee Stands  
Warm-Up Safety  
Treatment of Line Judges  
Net Fault Signal Mechanics

## The Volleyball Line Up Card

### Roster and Line-Up (Rule 7-1)

- 10 minutes prior to the end of pre-match timed warm-up, a coach from each team shall submit in writing to the scorer an accurate roster giving names and uniform numbers of all players for the match. This roster must be entered into the scorebook and remain at the score table.
- 2 minutes prior to the end of pre-match timed warm-up, a coach from each team shall submit to the scorer an accurate, written line-up of the uniform numbers for the six (6) starting players in serve order. This lineup is to remain at the scoretable.
- Check for a Libero player – if none marked, ask coach (preventive officiating)
- The R2 will verify that the line-up has been entered correctly on the official score sheet
- Within 2 minutes following each game, a coach from each team shall submit a written, accurate numeric lineup to the scorer
- The written roster and current lineup shall remain at the officials table throughout each set and match

### Lineup Card (See NFHS Volleyball Case Book)

The lineup card is a required tool to assist the R2 in carrying out their duties. The R2 has the sole responsibility to record both teams in starting floor position on his/her lineup card. The lineups submitted to the scorer from each coach are in serve order.

The card and pencil/marker are in their possession during the game. The card will provide the following:

**\*Correct serving order**

**\*Captains**

**\*Who is serving**

**\*Player identification**

**\*Substitutions**

**\*Time-Outs**

The style/form for a lineup card is up to the official – whatever you can make sense of and what is effective for you.

**ALL REGISTERED VOLLEYBALL OFFICIALS ARE REQUIRED TO USE A LINE-UP CARD  
WHEN SERVING AS THE R2 IN A MATCH.**

**NFHS Volleyball Rule Interpreters Meeting**

***Cheryl Gleason, Assistant Executive Director, Kansas State High School Activities Association***



# VOLLEYBALL TEAM ROSTER

TEAM \_\_\_\_\_  
Check one: Home  Visitor

Player Number	Player Name Last/first



Te  
Li  
—  
—  
—  
—  
—

Te  
Li  
—  
—  
—  
—  
—

Te  
Li  
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—  
—

## TEAM LINEUP SHEET

**Lineup:**

1. Check if your team will serve or receive.
2. List numbers of the starting lineup — in proper serving order to start the set — on the appropriate set lineup sheet.
3. Mark the floor captain with a "c."
4. Designate the uniform number (from the team roster) of the libero player for each game in the space provided.

**Note:** The lineup must be submitted to the scorer two minutes prior to the end of timed, prematch warm-up.

**Roster:**

1. W  
"v
2. W  
th
3. Th  
nc  
14

**Note:** T  
minutes

Team: <u>Wheatland</u>		Set: <u>1</u>
Libero: <u>5</u>	CHECK ONE: <input checked="" type="checkbox"/> Serve <input type="checkbox"/> Receive	
SERVE ORDER	PLAYER NO.	
I	4	
II	6	
III	7 C	
IV	11	
V	12	
VI	9	

Team: <u>Douglas</u>		Set: <u>1</u>
Libero: <u>15</u>	CHECK ONE: <input type="checkbox"/> Serve <input checked="" type="checkbox"/> Receive	
SERVE ORDER	PLAYER NO.	
I	3	
II	4	

TEAM _____
Play Numl
3

# LIBERO TRACKING SHEET

TEAM:		L:	
GAME	Serving Order	SP	
<b>1</b>	I		
	II		
	III		
	IV		
	V		
	VI		

TEAM:		L:	
GAME	Serving Order	SP	
<b>2</b>	I		
	II		
	III		
	IV		
	V		
	VI		

TEAM:		L:	
GAME	Serving Order	SP	
<b>3</b>	I		
	II		
	III		
	IV		
	V		
	VI		

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



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## BULLETIN

### YEARLY REQUIREMENTS FOR REGISTERED OFFICIALS

1. **MUST BE A** CURRENTLY REGISTERED OFFICIAL AND **MUST BELONG** TO A LOCAL BOARD, IN ORDER TO OFFICIATE ANY SPORT. **(NO OFFICIAL MAY OFFICIATE UNTIL REGISTRATION IS COMPLETE.)**
2. **MUST ATTEND** THE WVSSAC SPONSORED RULES CLINIC IN THE SPORT FOR WHICH HE/SHE IS REGISTERED. FAILURE TO ATTEND THE STATE CLINIC WILL CAUSE YOU TO FORFEIT REGISTRATION FEES AND SUSPEND YOU 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.

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

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## 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.
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.



## 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.



**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 contacts sports such as football, wrestling, and basketball in mind. However, it is applicable for all sports.

**BLOOD-BORNE PATHOGENS**

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

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

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

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

**PRECAUTIONS AGAINST TRANSMISSION OF BLOOD-BORNE PATHOGENS**

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

**General Procedures:**

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

### **Procedures for Activities:**

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

### **REFERENCES**

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

### **Policy Adopted by the Board of Directors**



## 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





**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.

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.**





# 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))