



2011 - 2012



Track
Officials
Packet

TRACK 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 Exam	3
Test Dates for the Part I Exam	4
Failure to take the Part I Exam -	5
Track Rules Clinic Dates & Locations.	6
Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the 2012 season. (see Additional Option for Clinic Attendance in your Officials' Handbook) located on our website.	
Track Officials Bulletin	7
2012 Starters and Referees Application	8
2012 Starters State Track Meet Official or Helper Application Form	9
2012 Track Interscholastic (Online)	
2012-13 Officials' Registration Form	10
Due date is June 15, 2012 for all sports. A return verification card for your Registration was mailed with the Rule Book. If you wish verification of receipt of the Registration Form, return the verification card with postage when you send in your Registration Form.	
Yearly Requirements	11
Officials' Handbook Index	12
Bench Clearing Rule	13
Game Suspension Guideline	14
Body Fluid Policy	15
Concussion in Sports – What You Need to Know	17
Return to Play – Protocol	18

My Officials' Packet! Where is it?

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

How Do I Login To The Officials' Management Page?

1. Login to the WVSSAC Website: www.wvssac.org
2. Go to Admin Login (Located in the right-hand corner)
3. Go to Officials Login Click Here
4. Type in your Registration Number-Ex. AG1963 (No spaces, dashes or hyphens)
5. Type in your Password (Your password is your zip code for your initial/first time login)
6. Select Sport from the drop down box
7. Click on Continue
8. You will be prompted to change your password. Write it down and use it the next time you login to the SSAC website as an official
9. You will then be prompted to enter your e-mail address
10. You are now on the Officials Management Page

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

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

How to Log In to the WV Central Hub Site:

1. Login to the WVSSAC Website: www.wvssac.org
2. Go to Admin Login (Located in the right-hand corner)
3. Go to Officials' Login Click Here
4. Type in your Registration Number Ex. AG1963 (No spaces, dashes or hyphens)
5. Type in your Password (Use the password you created. Passwords are case sensitive)
6. Select Sport from the drop down box. Click on Continue
7. You are now on the Officials Management page for the WVSSAC
8. Then click on Arbiter Hub
9. Go to the Sign In Area (Located in the upper right-hand corner)
10. Enter your email address and password
11. Click Go (You will then be asked to choose which organization you want to sign into)
12. Choose Organization-WV Central Hub
13. Choose Account Type-Central Hub
14. Click on the Testing Tab
15. Look under Open Test
16. Find the appropriate test
17. Click on Take Test

DO'S and DON'TS:

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

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

DON'T PROCRASTINATE!

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

DON'T share your email address with other officials!

REMEMBER:

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

Part I Test Window

Baseball – Softball – February 27, 2012 – March 12, 2012

Track – March 5, 2012 – March 26, 2012

Part II Test Window

Baseball - Softball – March 19, 2012 – April 2, 2012

Track – No Part II Test

Deadline For Self Nomination Forms-Online

Baseball – April 7, 2012

Softball – April 25, 2012

Deadline For Game Reports-Online

Baseball - Softball – August 1, 2012

Baseball – Softball:

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

Failure to take Part II – Suspension the following season

Track:

Note: Failure to take Part I – Suspension the current season

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494
FAX NUMBER: 304-428-5431

E-MAIL: wvssac@wvssac.org
WEB SITE: www.wvssac.org



BULLETIN

TO: TRACK OFFICIALS

FROM: Ray Londeree, Assistant Executive Director

DATE: January – 2012

SUBJECT: PART I EXAM

It is mandatory for all track officials to take the Part I Exam online.

From the Officials' Handbook found on our web site, Item M. Testing, page 17-18 states: EXCEPTION: Track: Failure to take Part I will result in suspension for the current year.

Make sure you enter a password and e-mail address on the WVSSAC website to be able to take the Part I Exam. Dates for the test are in this online packet. If you have any problems taking the exam or getting on our website contact your local board secretary or the WVSSAC office before the final date of the test.

rmn

**2011-2012
TRACK RULES CLINICS**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
Jan. 30	WVSSAC Office	6:00 p.m.	Ray Londeree
Jan. 31	Huntington H. S.	6:00 p.m.	Bruce Senior
Feb. 2	Wheeling Park H.S.	6:00 p.m.	Dwaine Rodgers
Feb. 4	Hedgesville H. S.	9:00 a.m.	Ron Allen
Feb. 4	Frankfort H. S.	12:30 p.m.	Kevin Shupe
Feb. 6	Woodrow Wilson H.S. Beckley	6:00 p.m.	Eric Dillon
Feb. 7	Capital H.S.-Charleston	6:00 p.m.	Clinton Giles
Feb. 9	Robert C. Byrd H. S.	6:00 p.m.	Doug Hogue
Feb. 13	*WVSSAC Office *Make-up Clinic - \$10.00 Fee	6:00 p.m.	Ray Londeree

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

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

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BULLETIN

TO: TRACK OFFICIALS
FROM: Ray Londeree, Assistant Executive Director
SUBJECT: 2012 Season

Enclosed in your officials packet:

1. 2012 Track & Field Rule Book, Case Book, and Officials Manual.
2. Instructions on how to go to our website and enter in your e-mail and password.
3. A return card for you to send when you register for the 2013 Track season.

2012 APPLICATION FORM

Starters and Referees

Please complete this application form if you wish to serve as a Starter or a Referee for a WVSSAC Regional track meet. **Please list below all the major meets you are scheduled to work this spring.** If you need more space, you can either attach another page or use the back of the application. Please complete the form and return to:

Richard R. Messenger
530 Valley Chapel Road
Weston, West Virginia 26452

Please return by March 1, 2010

NAME: _____ WVSSAC REG #: _____
First Initial Last

HOME ADDRESS: _____
Street City State Zip

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

Which position are you applying for: Starter _____ Referee _____ Both _____

Years of experience as: Starter _____ Referee _____

Dates you are available: May 9 ___ May 10 ___ May 11 ___ May 12 ___

If you have questions or concerns, you may email me at: rmessenger32@gmail.com or call me at 304-476-8410.

Date	Meet	Location	Time

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2875 Staunton Turnpike, Parkersburg, WV 26104-7219



TELEPHONE: 304-485-5494
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2012-2013 Registration Form

Please Print Legibly

****Required Information**

****Registration Number:** _____

****Social Security Number:** _____

****Name:** _____

****Address:** _____

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

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

E-Mail Address: _____

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

_____ Football	\$42	_____ Volleyball	\$36
_____ Basketball	\$42	_____ Baseball	\$36
_____ Wrestling	\$42	_____ Softball	\$36
_____ Soccer	\$36	_____ Swim	\$32
_____ Track	\$32	_____ Tennis	No Charge

Inactive Registration: List Sport Here _____ \$10 Fee

Total Enclosed \$ _____ Check# _____

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

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

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

Signature

Date

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BULLETIN

YEARLY REQUIREMENTS FOR REGISTERED OFFICIALS

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

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

Index

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

IV. GENERAL REQUIREMENTS	12
Local Board/Registrations	12
Age	13
Character	13
WVSSAC Registration Date	13
Registration Fees	13
Late Fee	13
Physical Exam	14
Leave of Absence/Inactive	14
Membership Transfer	15
Rules	15
Reinstatement	16
Clinic Attendance	17
Testing	17
Officiating Rules	18
Tournament Assignments	18
Uniform	19
Classification and Promotional Scale of Officials	21
V. REPORTS TO BE FILED BY OFFICIALS	22
Special Reports	22
Officials' Rating by Coaches	23
Coaches Rating of Officials'	23
Needs Improvement	23
VI. GAME CONTRACTS	23
VII. OFFICIATING FEES	24
VIII. NON-WVSSAC ORGANIZATIONS	24
IX. FORMING A NEW OFFICIALS' BOARD	24
STATE LAW / ASSAULT AND BATTERY	25

(Ejection Rule / Bench Clearing)

127-4-3 Code for Interscholastic Athletics

3.7. *Statement of Policy.* Insofar as unsportsmanlike actions by students, school administrators, officials, coaches, faculty members, and spectators are concerned, the identical items under the Sportsmanship Rule along with the following guides will be referred to by the WVSSAC:

3.7.1. The school whose coach behaves in a manner likely to have adverse influence on the attitudes of students or spectators may be provided with the choice of taking disciplinary action against that coach or having the entire school disciplined by the WVSSAC.

3.7.2. Any student who in protest lays hands or attempts to lay hands upon an official may be declared ineligible by the principal or by the WVSSAC for up to one year. Any student who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible by the principal or the WVSSAC for a specified period of time up to one year, depending on the seriousness of the act.

3.7.3. Any coach, student, or bench personnel ejected by an official will be suspended for the remainder of the game, match, meet or contest. They will also face suspension in additional contest(s); the suspension will be assessed based upon ten (10) percent of the allowed regular season contests for each sport. Any tenth of a percentage from .1 to .4 will be a suspension equal to the whole number of the percent. Any tenth from .5 to .9 will be an additional contest added to the whole number. The suspension will include the number of indicated contests in that sport and at that level and all other sport contests in the interim at any level. A second ejection will result in the doubling of the suspension assessed for the first ejection. If they are ejected for a third time during the same sport season, the individual will be suspended from participating or coaching for 365 calendar days from the date of ejection.

a. Any coach, player or bench personnel who has been ejected shall not be permitted to attend any contest(s) during said suspension. He/she shall not be affiliated with the team in any capacity. This would include but not be limited to transportation to or from the contest, meeting with the team before, during or after said contest. He/she is not permitted to be in sight or sound of said contest venue. Regular practice or team meetings not affiliated with a contest are permitted.

b. If suspensions are imposed to a student or bench personnel at the end of the sport season and no contest remains, the suspension is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next WVSSAC sponsored sport.

c. Any coach suspension that cannot be enforced during the sport season in which the ejection occurs will be enforced at the beginning of the next season of that same sport.

3.7.4. In case of spectators physically molesting an official, administrator, coach, or student, the school may be given one of two options: 1) file charges against the offender (s) or 2) accept discipline from the WVSSAC. Any person found guilty of W.Va. Code §61-2-15(a) Assault, Battery on Athletic Officials, while these individuals are working or as a result of working an athletic contest, shall be banned from all WVSSAC athletic events for a minimum of 365 days from the date of being found guilty. The school filing charges shall notify the WVSSAC of the incident and outcome of any legal action.

3.7.5. The school that does not lend complete cooperation in the host school's effort to promote the spirit of good sportsmanship may be disciplined by the WVSSAC.

3.7.6. A coach may be considered as committing unsportsmanlike conduct if they make degrading remarks about officials during or after a game either on the field of play, from the bench, or through any public news media, argues with officials, or goes through motions indicating dislike for a decision, protests the decision and actions of officials pertaining to the game during and after the contest, or detains the official on the field of play following a game to request a ruling or explanation of some phase of the game. If a coach feels he/she has a legitimate criticism of a penalty call or a request for a rule interpretation, such criticism or request should be made in the privacy of the coach's office or the official's quarters and should be made in a courteous manner.

3.7.7. A student or team attendant shall not leave the bench area, team box area, or their designated off-field area during a game or contest other than during that time permitted by game or contest rules. A coach shall not leave the bench area, team box area, or the designated off-field area during a game or contest other than during that time permitted by game or contest rules unless a student altercation is taking place and the official requests assistance. Violation of this rule shall cause the coach, student, or team attendant to be immediately ejected from the contest, team penalized according to game or contest rules and that coach, student, or team attendant will not be eligible to participate in the next contest as outlined in §127-4-2.3.

3.8. Procedure. Unsportsmanship action must be reported in detail to the WVSSAC. A copy of the complaint must also be filed with the principal of the school involved. Each principal involved shall report such information or answers to the report as they deem appropriate. Upon receipt of all reports, the Executive Director and/or the Board of Directors of the WVSSAC shall investigate and adjudicate such reports in accordance with the powers afforded in §127-1-8.6 and 8.7 and §127-1-12.2 and 12.3 of the Constitution. Penalties up to and including suspension of member schools may be made in accordance with §127-4.

3.9. The following defines the different types of disciplinary action which may be assessed for violation of any WVSSAC rule by a member school, administrator, coach, athlete or contest official:

3.9.1. *Warning.* A warning may be given by the Executive Director or Assistant Executive Director. It is official notice that an inexcusable, unethical, or unsportsmanship action has occurred, is a matter of record, and that such an occurrence must not be repeated.

3.9.2. *Probation.* Probation is a much more severe type of warning and may be expressed two ways: 1) a school, coach, student, or team attendant on probation is told that further violations will lead to a fine or suspension; and/or 2) a school on probation is on conditional WVSSAC membership but may engage in its regular schedule, sanctioned events, and all WVSSAC tournament play, providing a program is filed with the Executive Director of the WVSSAC indicating measures to be taken to alleviate this problem which caused the school to be placed on probation.

3.9.3. *Suspension.* A school/coach suspended from the WVSSAC may not meet in interscholastic competition of any kind with a WVSSAC member school or a school that is a member of another state associated with the National Federation of State High School Associations.

3.9.4. *Fine.* A fine may be levied by the Executive Director. It may be levied in addition to a warning, probation, or suspension.

3.10. *Appeals.* All cases involving disciplinary action against member schools, coaches, students, team attendants, or officials may be protested in accordance with §127 6.



NFHS GUIDELINES ON HANDLING CONTESTS DURING LIGHTNING DISTURBANCES

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

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

Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the "Guidelines for Lightning Safety" section contained in the NFHS Sports Medicine Handbook.

Reviewed and Approved in October 2010



**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

The WVSSAC strongly recommends that all coaches/officials complete the free NFHS Concussion Course at www.nfhslearn.com

Concussion in Sports - What You Need to Know

Ordering Information at www.nfhslearn.com



Steps to access the FREE course:

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

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



WVSSAC

Return to Play (RTP) Protocol

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

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

RTP shall be delayed until athlete is asymptomatic and has undergone a progression of tests to determine if they are able to RTP.

The progression shall follow: (Neuro-cognitive testing is recommended if deemed appropriate by the appropriate health care professional.)

- 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 contact practice (following 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

- 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

rk:Sports Medicine/Return to Play