

2011 - 2012



**Swimming
Coaches
Packet**

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BULLETIN

TO: Swim Coaches
FROM: Kelly A. Geddis, CAA, Assistant Executive Director
DATE: September 2011
SUBJECT: 2011-2012 Swim Season

Coaches are asked to bring all packet materials with them to the State Rules Clinic. Coaches are also asked to familiarize themselves with all enclosed materials prior to the clinic.

Points of Emphasis

1. The nature of swimming adds a safety factor not present in other activities. Note: Safety measures need to be followed. Please read the Rules Book carefully.
2. It is recommended that all swim coaches have CPR and life saving and that an athletic trainer be in attendance at all meets.
3. It is the coach's responsibility to regularly communicate with school personnel.
4. Rules Clinics – All head coaches and officials are required to attend the WVSSAC Rules Clinic. Please be reminded that the clinic attendance requirement will not be granted if the **head coach is late in excess of 10 minutes no one can attend in place of the head coach**. Please note that failure of the coach to attend will cause a school to be assessed a \$50.00 fine.
5. Officials – WV registered officials must be used for all regular season tournaments and meets. Dual and tri meets require a minimum of three registered officials; registered officials will be used in regional meets. Registered officials will be used in the state tournament. Officials' Contracts are highly recommended.
6. Official Registration – Coaches who wish to also register as an official may request a registration form. The registration fee is \$32.00

7. Season Dates:

	High School	
First practice date	Monday	October 24, 2011
First contest date	Wednesday	November 9, 2011
Regional	Saturday	February 11, 2012
State Tournament	Thursday and Friday	February 16-17, 2012

Middle School

First practice date	Monday	October 24, 2011
First contest date	Wednesday	November 9, 2011
End of Season	Saturday	February 11, 2012

1. **Eligibility Certificates** are due online on before the date of the first contest according to the standardized calendar. Failure to submit eligibility certificates prior to 1st contest will result in a \$25.00 fine and forfeiture of contest(s). Contact your principal or athletic director.
2. **Practice** – Schools are reminded that two or more schools may NOT use the same practice facility at the same time unless permission is granted by the WVSSAC office. Coaches are reminded that the fourteen practices must be TEAM practices. The school-contracted coach must be present on deck at all practices. Refer to Rule 127-2-13 in the *Rules & Regulations Handbook*.
3. **Regular Season Regulations** – Coaches should carefully review the enclosed program from *The Interscholastic* with particular emphasis on the following items:
 - a. Meet Committee procedures
 - b. Deck regulations
 - c. Signs
 - d. Relay entry procedures
 - e. Diving regulations
 - f. Warm-up procedures
 - g. Water Depth Regulations
 - h. Scoring
4. **Tournament Structure** – Coaches should carefully review the enclosed program from *The Interscholastic* with particular emphasis on the following items:
 - a. Regional Alignment and State Qualifiers.
 - b. Regional Meeting and Entry Form – *Please note that both sides of the Entry Form must be completed. The Meet Codes for the times for each swimmer are to be entered on the back of the form. Use one form for girls and a separate form for boys.*
 - c. The Entry form must be in the WVSSAC office and to the Regional Director by February 6, 2012. The meet time must be included on the Entry Form. **No changes will be accepted. All entry forms must be submitted by Hy-Tek program.**
 - d. If Entry Form is not received by Regional Director and the WVSSAC office ON THE due date, the swimmers will be entered as a NO TIME. If a coach only submits the form to the Regional Director and not to the WVSSAC, all swimmers will be entered as a NO TIME.
 - A NO TIME issued due to late submission of the Entry Form will not be changed under any circumstances.
 - e. Relay entry procedures (State Meet).
 - f. State Meet Coaches' Meeting – Wednesday, February 15, 2012.
 - g. Individual entry times for regular season must be from High School meets
 - h. Relay event entry times must be from current season.
 - i. 500 Freestyle Qualifying time for State Meet:

Women	7:30.00
Men	6:30.00

Take the top 4 from each region that qualified by times and then take the next fastest qualifying times to fill the field.

- a. If a tie occurs after the completion of the regional, another heat will be added to the event at the State Meet.

1. **Sportsmanship** – Coaches must lead by example and promote good sportsmanship at all times whether it be regular season or tournament competition. Coaches shall conduct pre-season meetings to inform all parents and athletes of rules and regulations and the importance of sportsmanship. Coaches or swimmers who choose to exhibit poor sportsmanship will be appropriately sanctioned by the WVSSAC.
2. **Ejection Rule and Bench Clearing Policy** – It is the coach's responsibility to discuss with all other coaches and players prior to the first contest. Rule 127-4-3.7 Code for Interscholastic Athletics – Coaches are hereby notified to carefully review this rule with special emphasis on 3.7.3.
3. **Head and Neck Trauma Guidelines** – Refer to the approved Return to Play/Concussion Protocol. RTP refers to return to play and return to practice. The appropriate health care professional will determine when a concussed athlete may return to participation.
4. **Use of Drugs, Medication or Food Supplements** – It is the philosophy of the National Federation and the WVSSAC that students be encouraged and supported in their efforts to develop and maintain a healthy lifestyle. In promotion of safety and healthy lifestyles, the WVSSAC Sports Medicine Committee requests that coaches assume the responsibility of informing athletes that the use of such substances should be discontinued especially during the times when dehydration may occur due to potential life threatening consequences.
5. **Injury/Participation Procedure at WVSSAC Championship Events** – Medical personnel (athletic trainers) will have the jurisdiction concerning the return of a player to competition after an injury. If a parent refuses to follow the determination of the authorized person, a release form must be signed.
6. **Coaches' Information Sheet** – Many of swim coaches do not work at the school for which they coach and it is often difficult for this office and other coaches to communicate and schedule meets. Please complete the enclosed Information Sheet and return it to Heather Enoch no later than Friday October 14, 2011.
7. **State Meet Notes**
 - No swimmers or spectators are allowed in the shell building.
 - Timers who commit to time for an entire session be issued an admission identification band for that session only. It will be the coach's responsibility to submit timers' names and session to the Tournament Director no later than February 13, 2012. This information may be faxed to State Tournament Director. The bands will be color coded per session and will only be useable for the designated session. The bands will be given to the timers at the admission table for each session. Only the timer listed on the school's list will receive free admission. Timers will not be granted free admission without a band.

- Time Schedule. Warm-up time and session times.
 - Only the two winning teams (boys and girls) will be allowed entry into the pool at the conclusion of the meet.
 - Coach, Swimmer, and Official Identification – Identification bands (hospital type bands) will be issued to the various participants. A different color will be issued for each group.
 - National Anthem – Schools who would like their team, individuals, or choral group to sing and/or sign the National Anthem, should contact the Tournament Director by February 8.
 - Athletes are not permitted to sit in the area designated for coaches at the State Tournament.
 - Athletes/managers in street clothes are required to sit upstairs.
1. **State Records** – The Swim Coaches' Committee recommended and the Board of Directors approved that times for state records could only be achieved at the State Meet (prelims or finals).
 2. **Scheduling** – For those schools who allow swimmers to participate on non-school teams. Remember high school meets must be attended. **If a swimmer participates in a USA meet rather than the high school meet, the swimmer will become ineligible for high school participation.**
 3. **All schools are required to schedule at least six (6) meets to be eligible for the Regional Swim Meet. An individual must swim in four (4) of those six (6) meets to be eligible for the Regional Swim Meet. It is important to try and schedule more than six (6) meets because weather is a factor in the winter months.**

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**2011-2012
SWIMMING RULES CLINICS**

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
Oct. 12	Hedgesville HS	6:00 p.m.	Ron Allen
Oct. 18	Capital H.S.	6:00 p.m.	Clinton Giles
Oct. 24	Morgantown HS	6:00 p.m.	Dan Erenrich
Oct. 27	WVSSAC Office	6:00 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. Both boys and girls head coaches must attend the Rules Clinic. 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.

§127-3-27. Swimming (Boys and Girls).

27.1. Rules: Swimming rules published by the National Federation of State High School Associations are the official rules for all interscholastic competition unless otherwise provided by Commission modification.

27.2. Organized Team Practice: Organized team practice will begin on Monday of Week 17 and the first contest may be on Wednesday of Week 19.

27.3. Length of Season: The swimming season will end for each team or individual by WVSSAC tournament elimination.

27.4. Maximum Team Contests: A swimming team will be permitted 16 contests exclusive of sectional, regional, and state contests.

27.5. Scrimmages: Two swimming scrimmages with another high school may be conducted. See Glossary.

27.6. Individual students of a team must have practiced on 14 SEPARATE days, exclusive of the day of a contest, before participating in an interscholastic contest.

27.7. A student may accept awards in WVSSAC sanctioned events and non sanctioned events during the entire year. These awards must be consistent with the items specified in the Awards Rule.

27.8. The above will apply for Middle School/9th Grade with the following adaptations:

27.8.1. Middle school/9th grade teams will be permitted 14 meets.

27.8.2. Organized team practice will begin on Monday of Week 18 and the first contest may be on Wednesday of Week 20.

27.8.3. Middle school/9th grade season will be completed by Saturday of Week 31.

27.8.4. Middle school/9th grade teams are permitted one (1) scrimmage. See Glossary.



2011-2012 SWIMMING PROGRAM

Swim coaches are to consult the principal or his/her designee to insure that all Entry Forms and Eligibility Certificates are completed and submitted online by the required date.

2011-12 High School Season Dates

Season Starts	October 24, 2011
1st Contest	November 9, 2011
Regional Entry Form Due	February 6, 2012
Regional	February 11, 2012
State	February 16- 17, 2012

I. GENERAL INFORMATION

- A. The National Federation Swimming and Diving Rules will be the official rules with the exception of modifications approved by the West Virginia Secondary School Activities Commission Board of Directors.
- B. Entry Forms - It is recommended that schools use Entry Forms for each regular season meet. **The athletes grade level is required on every Entry Form.** Entry Forms are required for Regionals. Hy-tek entry will be accepted provided it includes grade level and all other information on WVSSAC entry form.
- C. Physical Examination - No student shall be permitted to participate in the program until he/she has provided the school with the WVSSAC Physical Examination/Parental Consent Form properly completed by the physician and signed by the parent.
- D. Diving regulations: The following regulations are established in consideration of lack of facilities and in the best interests of safety of swimmers.
 1. To sponsor competitive diving, the school's participants (under the direction of the coach in regulation facilities) must have seven (7) sport specific (diving) practices.
 2. If both team diving participants have met the practice requirements and fulfilled all other eligibility requirements, the diving will be scored for both teams.
 3. If a visiting or home team does not sponsor competitive diving, diving may be included in the meet but only for exhibition.
 4. The diving event shall count as an individual event entry for the competitor regardless if the event is an exhibition or scoring event. If the diver also swims two individual events, the last individual event is a disqualification, and any other additional swims including relays are a disqualification for that swimmer/diver.
 5. For high school swim meets, member school athletes may not dive unless there is a 12 feet or more water depth.
- E. Water Depth Levels
 1. Diving will only be permitted in a water depth of 12 or more feet.
 2. If the water depth at the starting end of the pool is less than 4 feet, all swimmers must start in the water.
 3. If the water depth at the starting end of the pool is 4 feet or more, the starting platform may be a maximum of 30" above water surface.
- F. Facility
 1. End walls - It is recommended that end walls be finished with a nonslip surface that extends no less than .8 meters (2 feet 7 1/2 inches) below the water surface.
 2. Continuous lines 10-12 inches wide (25cm) and of a dark color shall indicate the middle of each swimming lane. These lines shall end 60 to 80 inches (1.5 to 2.0m) from the end walls and the last 10 to 12 inches of the line shall be at least 36 inches wide (.9144m) thus forming a broad "T". The center of each lane shall be indicated on the end walls by a 10 to 12 inch line extending vertically at least 3 feet 6 inches (1.0m) below the surface of the water. Markings on the finish pad and bulkheads shall conform to required markings on the end walls.
- G. Sportsmanship - Student participation in swimming meets is a privilege. Each student-athlete is expected to conduct himself or herself in an exemplary manner while competing and representing their school.
- H. **Individual event entry times for regular season meets must be from high school meets (either during the current season or a prior season). Relay event entry times must be from high school meets during the current season.**

II. RULES AND REGULATIONS

- A. Maximum Team Contests - A swimming team will be permitted 16 contests exclusive of regional and state contests. **Schools are required to schedule a minimum of 6 meets to be eligible to compete in the Regional meet.**
- B. Practice
 1. Team members must have fourteen (14) **team** practices on fourteen (14) separate days before the first meet. The practices may not occur on days of a meet and must be team practices.
 2. If a team member is participating in two sports simultaneously, he/she must have at least seven days of sport specific practice for each sport and seven days of conditioning practice.
 3. Teams may not simultaneously practice at the same facility unless permission is granted by the WVSSAC. The school contracted coach must be present on deck at all practices. Non-school/unauthorized coaches shall not assist with practices.
 4. Two scrimmages are allowed after each individual has seven team practices.
- C. Swimsuits
 1. Swimsuits shall be of one piece.
 2. Swimsuits worn by swimmers shall be limited to the following requirements:
 - a. Only one swimsuit shall be permitted in competition. (A swimmer with special needs may request customization through his/her school to the WVSSAC.)
 - b. The swimsuit shall be:
 - 1) Constructed of a woven/knit textile material;
 - 2) Permeable (100 percent to air and water), except for one post-construction impermeable school name and/or logo which shall not exceed 9 square inches;
 - 3) Competitors shall not wear or use any device to aid their speed, buoyancy or body compression.
 - 4) Made so as not to aid in buoyancy and shall not be altered to aid in buoyancy;
 - 5) Made with no zippers or other fastening system other than a waist tie for a brief or jammer and elastic material within the casing/ribbing in the terminal ends (straps, leg openings and waist openings); and
 - 6) Constructed so that the style/shape of the suit for males shall not extend above the waist nor below the top of the kneecap and for females shall not extend beyond the shoulders nor below the top of the kneecap, nor cover the neck.
 3. It is strongly recommended that all team members be attired in identical team swimsuits which display the school colors.
 4. Competitors shall not be permitted to compete in attire (suits and caps) which includes advertising or a name other than the name or number of the competitor, school name, mascot or number except one visible logo/trade name not exceeding 2 1/4 square inches and not exceeding 2 1/4 inches in any dimension. Also one American flag not exceeding 2x3 inches is permissible on each item of swimsuit apparel. A commemorative or memorial patch not to exceed 4 square inches may be worn on each item of the swimsuit apparel. Permission to wear the commemorative/memorial patch must be granted by the WVSSAC. Goggles are not part of the school swimsuit.
 5. Cap Markings - Schools are allowed to customize swim caps with strategically placed mascots, school names and competitor's name, numbers and a manufacturer's logo. The same customization is allowed on swimsuits. Multiple manufacturers' logos are not allowed on the cap or suit. More than one cap may be worn by a competitor.
- D. Face paint and temporary tattoos are not allowed. If a permanent tattoo is deemed objectionable by an official, said tattoo must be covered.



- E. No jewelry is allowed during practice or competition.
1. Exceptions include a medical alert I.D. medallion or religious medal secured to the body by taping.
 2. Taping to cover jewelry is not permitted. Pierced earrings may not be taped and must be removed for competition. Only medical or religious medals may be taped to the body. Necklaces may not be attached to the medical or religious medal.
 3. Hole savers that are used to maintain the hole in pierced body parts are considered the same as jewelry.
 4. Hair restraint devices may be worn in the hair during competition.
 5. Decorative hair devices are not allowed. Hair beads are legal only if functioning as a restraining devices; hair beads for the purpose of decoration are illegal.

- F. Non-School Participation Rule 127-2-10 - Coaches are reminded that swimmers are granted an exemption to this rule provided
1. participation is approved by the school principal and
 2. the student misses no school-sponsored athletic activity of that team.

Since swimming is not included in the Non-School Participation Rule, students participating in any swim meet as an individual while a member of his/her school team may accept a medal, trophy, cup, certificate, ribbon, plaque, unattached letter, unattached chevron, or any similar award.

- G. Coach - No team or individual will be allowed to compete in any meet unless accompanied by the coach or a professional faculty representative designated by the principal.

H. Officiating

1. WVSSAC registered officials must be used for interscholastic meets. Officials' contracts are recommended.
2. Dual or tri meets require a minimum of two registered officials (starter and referee).
3. Meets or invitationals with four or more teams require a minimum of three registered officials (starter, stroke and turn, and referee).
4. Apparel - White Apparel. The officials' shirt shall be a golf/polo style white shirt, short sleeve with collar. The shirt must have 2 to 4 buttons at the neck, and the material of the shirt must be non-see-through and **shirt tails shall be tucked in at all times.** White long pants, shorts, culottes or skirts are permitted during regular season, regional meets and State prelims. In State Tournament finals, all officials shall wear long pants or skirts. In State Tournament finals, the meet referee and starter(s) shall also wear navy blue blazers, white dress shirt, and tie. White athletic shoes (no sandals or crocs) and white socks are required for all meets. The officials' uniform may not display any emblems or badges except as otherwise designated by the WVSSAC.

I. Regular season scoring - (Refer to NF Rules Book, Rule 7-1-2)

1. The maximum number of entries per individual and relay event for each team shall be in accordance with NF Rules Book, Rule 3.
2. Scoring shall be in accordance with NF Rules Book, Rule 7.
3. By prior mutual consent, any of the scoring systems set forth in NF Rules Book, Rule 7 may be used for dual, double-dual, or triple-dual meets. Triangular meets with two or more entries per team per event: scoring shall follow 7-1-3a.
4. Only two relay teams may score for each team in each relay event.

- J. Scoring Errors - The Meet Referee has up to one hour to make changes, except clerical before signing the score sheet as official. The meet score can be reviewed and clerical errors corrected within 48 hours of the completion of the meet.

- K. Timing - When three watches record different times, the official time is the time of the middle watch. If two watches record the same time, that time is official. If only two buttons or watches are available, the official time shall be the average of those two button or watch times. Digits representing a thousandth of a second are dropped with no rounding.

L. Warm Up Requirements - Twenty (20) Minutes

1. A county contracted coach shall be on the deck during the entire warm-up period. The coach shall be present and behind the block before the team may enter the water. The coach must remain behind the block throughout the entire warm-up. Compliance will be monitored by the meet officials.

2. Swimmers shall enter the water feet-first except for starts which are limited to specific lanes.
3. Last five (5) minutes of warm-up in all lanes are one-way sprint lanes with racing starts specified as one-way sprints.
4. A cone marker or similar sign on starting platforms in lanes not specified as one-way sprints.
5. Coaches shall stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
6. Swimmers shall not be allowed on a starting platform when a backstroker is executing a start in the same sprint lane.
7. Swimmers shall not swim in the area where the diving warm-up is occurring.

Meet management or a designated official may remove a swimmer, coach and/or team from the deck for violations of these requirements. In facilities that have a warm-up and/or warm-down area, management shall provide supervision of the area at all times.

M. Rules for "Scratches"

A **scratch** is the withdrawal of a competitor from the meet once entered, prior to the start of the meet, or once the meet begins, from the remainder of their events.

A **declared false start** is the withdrawal from an event by a declaration to the referee prior to the start of the event. A declared false start counts as an entry toward the allowable number of events.

All competitors, once officially entered shall compete in all races, heats, and rounds of competition. In non-championship meets, a competitor who has been officially entered in an event but does not compete shall be disqualified from that event only. In championship meets (County, Conference, Regional, State), a competitor who has been officially entered in an event but does not compete shall be disqualified from further competition. He/She shall not be disqualified from events in subsequent rounds for which he/she has previously qualified. For instance, a swimmer swam in a preliminary event of a championship meet, qualifying for finals. In the second preliminary event in which he/she was entered, he/she failed to compete. He/She is disqualified from any further competition with the exception of the final for which he/she previously qualified.

Exceptions:

1. An illness or injury certified by a physician or the referee forces a competitor to withdraw - no penalty. This does count as a swum event.
2. A competitor can withdraw from an event with a declared false start. Notice must be given to the referee at a specified time - no later than the start of the event prior. This does count as a swum event.

To clarify the definition of "officially entered" - In all multiple team meets, a competitor is officially entered when the entry card is delivered to the meet manager at the specified time and place. (This means coaches may not submit entries for swimmers to the host team entering any swimmer in more than 2 individual and 2 relay events.) In other meets (dual meets), a competitor becomes a participant in events when the official entry card is delivered to the referee immediately after the announcement of the results of the preceding event.

N. Lap - Counters

1. The use of a visual lap counting system is optional although a visual lap counting device must be provided.
2. A visual lap-counting system for the 500 yard/meter freestyle event shall be required for each visiting swimmer's lane. For not providing an adequate number of visual lap-counting devices for each visiting swimmer's lane, the host team shall be disqualified from the event and the visiting team(s) shall compete to earn points. For not providing an adequate number of visual lap-counting devices for each host swimmer's lane, the affected swimmers from the host team shall compete without the use of the visual lap-counting device or a lap counter.

III. POINTS OF EMPHASIS

- A. Pre-season meetings are required for all swimmers. Coaches are encouraged to request parent attendance. Rules and sportsmanship should be emphasized.
- B. Coaches shall abide by the decisions of the Meet Committee and refrain from unsportsmanlike conduct or remarks.



- C. It is the official's and coach's responsibility to check all equipment prior to each meet.
- D. Schools are encouraged to use WVSSAC Game Contracts.
- E. **Sportsmanship - All coaches are to emphasize to swimmers that respect for all coaches, timers, swimmers, and officials is required throughout the entire meet.**
- F. Coaches are strongly encouraged to take the Part I Test.

IV. TOURNAMENTS

SITES AND DATES CANNOT BE CHANGED WITHOUT WVSSAC APPROVAL

All tournament directors are reminded to read the Director's Manual before any preparations are made for the tournament. The necessary forms or reports that must be filed with the WVSSAC office can be found with the instructions for each sport.

A. REGIONAL MEETS - Monday-Saturday of Week 32

The swim competition for the this season will include regional and state competition. There will be a one class competition with four regional divisions.

1. Entry Form

- a. The Entry Form must be in the WVSSAC office and to the Regional Director by Monday, **February 6, 2012**. The meet at which the time was swum must be included on the Entry Form. **No changes will be accepted after February 6th. All Entry Forms must be submitted by Hytek program.**
 - If Entry Form is not received by Regional Director and the WVSSAC office ON THE due date, the swimmers will be entered as a NO TIME. If a coach only submits the form to the Regional Director and not to the WVSSAC, all swimmers will be entered as a NO TIME.
 - A NO TIME issued due to late submission of the Entry Form will not be changed under any circumstances.
 - All times, individual and relays, must be from high school meets during the current season.
- b. To enter the regional meet, a swimmer must have competed in a minimum of four interscholastic meets prior to the date of the Regional Meet, and the team must have scheduled a minimum of 6 meets.

500 Free: Minimum qualifying time for girls is 7:30.00 minutes; minimum qualifying time for boys is 6:30.00 minutes. NO TIMES will not be allowed to enter this event. The top 4 finishers (must meet qualifying minimum) and take the next fastest qualifying times to fill the field.

- c. Each school shall be permitted four entries in each individual event (timed finals).
- d. Relays - one entry per school.
 - Coaches are to list four swimmers.
 - Any swimmer listed on the WVSSAC Eligibility Form is eligible to be entered as an alternate provided he/she is otherwise eligible.
 - Relay Cards must be given to computer operator at least one-half hour before start of meet. Relay cards must indicate the names of the swimmers in that heat.
 - Thereafter, changes will only be allowed for injury or illness; changes must be reported to the Referee prior to the start of the race.
 - The name of the lead-off swimmer shall be submitted to the computer operator not later than the conclusion of the race.
- e. Four event limit per swimmer no more than two of which shall be individual events. A competitor officially becomes a participant in an individual event when the entry card or form is delivered to the meet manager at a specified time and place.
- f. All swimmers will be seeded according to times listed on the official entry form, provided the time of any contest is not challenged by the coaches present at the scratch meeting. Coaches must bring all time documentation to the Regional Meet.

- g. Coaches are to keep all meet results and records for home meets until March 1 of each season.
- 2. Coaches will receive heat sheets. No "psyche" sheets.
- 3. Scratches
 - a. Entries may be scratched; however, no additions or replacements will be allowed.
 - b. Deadline is prior to the start of the meet.
- 4. Diving will not be included at the Regional Meet.
- 5. Order of Events will follow the same format as the State Meet.
- 6. Touch pads will be used (where available).
- 7. Scoring
 - a. Hy-Tek Meet Management System
 - b. The meet referee will be required to sign-off on all races in which the computer flags more than a .3 difference of pad (electronic) and back-up time.
 - c. The computer operator will print time sheets for each heat of every event.
 - d. 8 Places. Individual events will score 9-7-6-5-4-3-2-1. Relays will be double the individual score.
 - e. Results due to WVSSAC and State Director at the conclusion of the Regional Meet.
- 8. State Qualifiers
 - a. **Individual Events: The top four (4) and the remaining eight (8) qualifiers will be the next fastest eight (8) competitors, by time, from all Regions combined.**
 - b. **Relays: The 1st three (3) from each region and the next 6 fastest times from all Regions combined. This will only occur if all regionals use automatic timing.**
 - c. **If a team qualifies 7 or more athletes, no alternate is permitted. If a team qualifies less than 7 athletes, the coach must fill out form and request to bring an alternate. This form must be sent to WVSSAC by the Monday following the Regional Meet.**
 - d. **A swim-off will be conducted to determine the State Qualifier if there is a tie at the Regional Meet for 4th place in an individual event or 3rd place in a relay. No swim-off times will be used for qualifying or seeding purposes for the State Swim Meet**
 - e. **After all times from the Regional Meets have been submitted to and tabulated by the State Director, if there is a tie for 24th place in an individual event or 18th place in relay event for the State Swim Meet, an extra heat will be added to that event during the State Swim Meet preliminary session in lieu of a swim-off.**
- 9. Admission
 - a. Adults \$6.00 Students \$5.00
 - b. Videotaping or filming of the meet for personal use is allowed. However, it is recommended that the tournament director designate a specific area for all videotaping or filming to ensure that spectator viewing is not violated.
 - c. No flash photography is allowed during the start of each event.
 - d. No reserve or "save" seating. First come, first serve. No seating allowed in aisles.
 - e. Swimmers are to remain in the designated team area to allow for adequate spectator seating.
 - f. No signs allowed on deck or on railings in the spectator seating area.
- 10. Deck Area
 - a. Restricted to contracted coaches (maximum of two per school - no exceptions), swimmers (qualifiers) and officials. At least one of the two coaches must be the county contracted coach. The other coach must be authorized certified and been county board of education approved.
 - b. No parents, spectators, media or fans. Deck identification must be worn by coaches, swimmers, and officials.
 - c. No food on deck. Water and sport drinks are the only allowed beverages. No glass containers are allowed. **No oil products are allowed.**



11. No boom boxes or large stereos. Small personal listening devices with earphones are allowed.
12. Tournament directors should refer to the Spectator Support Information to determine what items are permitted at regional swim meets.
13. Awards
 - a. Team Championship Plaque (boys and girls)
 - b. Additional awards may be given at the expense of participating schools.
 - c. Presentation - no caps or hats allowed. It is recommended that shirts and sweats have school logo/name.
14. Officiating
 - a. Officials will be selected by the tournament director.
 - b. Minimum of seven registered officials - four stroke and turn, starter, referee, backup official.
15. Meet Committee
 - a. The Meet Committee will meet as needed to make decisions on all protests.
 - b. Proper procedures for filing a protest will be detailed for coaches by the Meet Director at a pre-meet meeting.
 - c. The protest procedure must be initiated on the proper form within one event.
 - d. Coaches must submit a formal written explanation on the Protest Form.
 - e. The Meet Director will present the protest to the Meet Committee.
 - f. The Meet Referee will be required to submit a written explanation.
 - g. The Meet Director will present the Meet Referee's explanation to the Meet Committee.
 - h. After the Meet Committee is adjourned, the Meet Director will relay the decision to the coach.
 - i. All decisions of the Meet Committee are final.

REGIONAL TOURNAMENT STRUCTURE

- 1) **The regional tournament directors meeting is Tuesday, December 6 at 10:00 at the WVSSAC office to cover tournament procedures and meet management.**
- 2) **It is recommended that regional meets be scheduled as early as possible to prevent late night travel for teams.**

Region I

Site: Brooke High School
Date: February 11, 2012 Warm-up 8:30 AM Start 11:30 AM
Directors: Jackie Robinson, Asst. AD, Brooke HS (527-1410)
 Robbie Robinson
Schools: Weir, Brooke, Wheeling Park, John Marshall, Morgantown, University, Parkersburg, Parkersburg South, Williamstown, Wheeling Central

Region II

Site: Fairmont State College
Date: February 11, 2012 Warm-up 9:00 AM Start 11:00 AM
Director: Frank Moore, Marion County (657-9121)
 Susan Sandor
Schools: Jefferson, Martinsburg, Hedgesville, Preston, North Marion, Fairmont Sr., East Fairmont, Washington, Musselman, Doddridge County

Region III

Site: West Virginia Wesleyan
Date: February 11, 2012 Warm-up 9:30 AM Start 12:00 N
Director: Sarah Chenewoth (472-3720 ext. 5019)
Schools: Buckhannon-Upshur, Robert C. Byrd, Bridgeport, Liberty (H), Notre Dame, South Harrison, Philip Barbour, Elkins, Lincoln, PikeView, Woodrow Wilson

Region IV

Site: Marshall University
Date: February 11, 2012 Warm-up 10:00 AM Start 12:00 N
Director: Kathy Morris (733-2068 or 638-4193)
Schools: Hurricane, Nitro, St. Albans, South Charleston, George Washington, Charleston Catholic, Capital, St. Joseph Central, Winfield, Huntington, Cabell Midland, Herbert Hoover, Spring Valley, Mingo Central

B. STATE SWIM MEET - Thursday-Friday of Week 33

Site: West Virginia University Natatorium

Director:

Morgantown

1. Coaches' Meeting - Wednesday, February 15 at TBA P.M. - Location TBA
 - a. All coaches are required to attend. Failure to attend the meeting or arrive on time will result in the school's swimmer(s) being disqualified from the meet.
 - b. There will be a mandatory coaches' meeting at the beginning of each morning session (Session I and III).
2. State Qualifiers from Regional Meet
 - a. Four individuals per event. The remaining qualifiers will be the next fastest eight (8) competitors, by time, from all four Regions combined in order to fill out the field of qualifiers.
 - b. **If a state qualifier is unable to attend, the next highest time from that region will become a qualifier. Coaches are to notify the WVSSAC office immediately. If a coach knows at regionals that a swimmer will not attend the State Meet, that coach must contact the WVSSAC office immediately following the regional. This will allow substitution prior to the seeding of the State Meet. Substitutions after February 13th will be placed in the vacated position. The meet will not be reseeded and they will not be in the program.**
 - c. Relay - Three teams per relay event. The remaining qualifiers will be the next fastest six (6) relay teams, by time, from all four Regions combined in order to fill out the field of qualifiers.
 - Coaches are to list four swimmers.
 - (An alternate for a relay at the State Meet need not have participated in the Regional Meet.) **Coaches will receive only one deck pass per qualifier from the regional meet. Any additional swimmers will have to buy a ticket at the meet.**
 - Any swimmer qualifying for the State Swim Meet is eligible to be entered as an alternate provided he/she is otherwise eligible.
 - Prelims and Finals - Cards must be given to the computer operator not less than 30 minutes prior to the start of the session. Relay cards must indicate the names of the 4 swimmers participating in that race. Thereafter, changes will only be allowed for injury or illness; changes must be reported to the Referee prior to the start of the race.
3. Diving will not be included at the State Meet.
4. Scoring
 - a. Hy-Tek Meet Management
 - b. The meet referee will be required to sign-off on all races in which the computer flags more than a .3 difference of pad (electronic) and back-up time.
 - c. The computer operator will print time sheets for each heat of every event.
 - d. 12 Places. Individual events will score 16-13-12-11-10-9-7-5-4-3-2-1. Relays will be double the individual score.
5. Deck Area
 - a. Restricted to contracted coaches (maximum of two per school), swimmers and officials. At least one of the two coaches must be the county contracted coach. The other coach may be a volunteer but only if the individual has been county board of education approved.
 - b. No parents, spectators, media or fans.
 - c. Deck identification must be worn by coaches, swimmers, and officials.
 - d. No food on deck. Water and sport drinks are the only allowed beverages. No glass containers are allowed. **No oil products are allowed.**
6. No boom boxes or large stereos. Small personal listening devices with earphones are allowed.
7. **Diving Well - After each session has started, warm up is**



allowed in the diving well; however, no diving - feet first entry only; and back stroke standing starts off the wall are not allowed.

8. Admission
 - a. General Admission Adults - \$8.00 Students - \$7.00
 - b. Videotaping or filming of the meet for personal use is allowed. However, it is recommended that the tournament director designate a specific area for all videotaping or filming to ensure that spectator viewing is not violated.
 - c. No flash photography is allowed during the start of each event.
 - d. No reserve or "save" seating. First come, first serve. No seating allowed in aisles.
 - e. Swimmers are to remain in the designated team area to allow for adequate spectator seating.
 - f. Students are not allowed in area designated for coaches.
 - g. No signs allowed on deck or on railings in the spectator seating area.
9. All-Tournament Team will be selected by points. The six high point (based on individual events) swimmers (boys and girls) will be the All-Tournament Teams. In the event of ties, relay points will be used to break the tie.
10. Awards
 - a. Team Championship Trophy - boys and girls
Team Runner Up Trophy - boys and girls
Individual - 1st place plaque; 2-6 medals; 7-12 ribbons
All Tournament Team - plaques; 6 girls, 6 boys
 - b. Presentation - no caps or hats. It is recommended that shirts or sweats have school logo/name.
11. Officiating
 - a. Officials will be selected by the WVSSAC
 - b. Minimum of 12 registered officials - meet referee, 3 deck referees/starters, and 8 stroke and turn officials.
 - c. The tournament director will select all other needed personnel (timers, announcer, finish judges, recorder, scorer, etc.,).
12. Meet Committee
 - a. The Meet Committee will meet as needed to make decisions on all protests.
 - b. Proper procedures for filing a protest will be detailed for coaches by the Meet Director at a pre-meet meeting.
 - c. The protest procedure must be initiated on the proper form within one event.
 - d. Coaches must submit a formal written explanation on the Protest Form.
 - e. The Meet Director will present the protest to the Meet Committee.
 - f. The Meet Referee will be required to submit a written explanation.

- g. The Meet Director will present the Meet Referee's explanation to the Meet Committee.
- h. After the Meet Committee is adjourned, the Meet Director will relay the decision to the coach.
- i. All decisions of the Meet Committee are final.

13. Breaks during Meet. In order to provide recovery time for swimmers, meet management will use its best efforts to schedule breaks during the meet so that a swimmer will have not less than five (5) minutes between events.

Sponsorship and Rights: The WVSSAC is the sponsoring organization for all state tournaments. The WVSSAC reserves all rights in regard to the management of these tournaments, the sale of any items at the tournament site, and any audio or visual reproductions of the events. Any sale, distribution or reproduction of clothing, souvenirs, pictures or other items without the expressed written consent of the WVSSAC is strictly prohibited. Pictures for media or school yearbooks are to be used for these purposes only.

STATE SWIM MEET TIME SCHEDULE		
Thursday, February 16, 2012		
PRELIMINARIES		
Session I		Session II
Girls		Boys
General Admission: 7:15 a.m.		General Admission: 2:15 p.m.
Warm-ups: 7:30 a.m. - 8:20 a.m.		Warm-ups: 2:30 p.m. - 3:20 p.m.
Start: 8:30 a.m.		Start: 3:30 p.m.
(Times subject to change)		(Times subject to change)
Event Numbers	Events	Event Numbers
Girls		Boys
1	200 Medley Relay	2
3	200 Freestyle	4
5	200 Individual Medley	6
7	50 Freestyle	8
9	100 Butterfly	10
11	100 Freestyle	12
13	500 Freestyle	14
15	200 Freestyle Relay	16
17	100 Backstroke	18
19	100 Breaststroke	20
21	400 Freestyle Relay	22
Friday, February 17, 2012		
FINALS		
Session III		Session IV
Girls		Boys
General Admission: 7:15 a.m.		General Admission: 2:15 p.m.
Warm-ups: 7:30 a.m. - 8:20 a.m.		Warm-ups: 2:30 p.m. - 3:20 p.m.
Start: 8:30 a.m.		Start: 3:30 p.m.
(Times subject to change)		(Times subject to change)
Event Numbers	Events	Event Numbers
Girls		Boys
1	200 Medley Relay	2
3	200 Freestyle	4
5	200 Individual Medley	6
7	50 Freestyle	8
9	100 Butterfly	10
11	100 Freestyle	12
13	500 Freestyle	14
15	200 Freestyle Relay	16
17	100 Backstroke	18
19	100 Breaststroke	20
21	400 Freestyle Relay	22





2011-2012 Swimming Rule Changes

3-2-7-2b chart: Only in water starts may be used when the water depth is 3½ feet to less than 4 feet.

4-1-new 4: Once the meet competition is concluded, the referee continues to maintain clerical responsibilities through the completion of any required reports or correspondence related to action occurring during the meet. If necessary, the state association may intercede due to unusual incidents after officials' jurisdiction ends or the meet is terminated prior to conclusion of regulation competition.

9-2-2: The order of divers in meets conducted under championship format are determined by lot or by seeding based on the divers previous 11 dive score.

9-4 Diving Table: Changes the degree of difficulty for twisting dives 5126D – 2.8; 5136D – 3.1 and 5227D - 3.2.

9-5-2: A diver's forward approach may contain steps, hops, leaps and/or jumps between the initial three steps and culminating hurdle.

9-5-6 NOTE: Flying dives demonstrating one and one half somersaults require the straight position to be maintained until the body has rotated to the vertical position.

2011-12 Major Editorial Changes

3-3-new 2: Defines the uniform as one suit and if worn, cap(s). Reorganizes the rule to a list format so easier to follow.

3-3-4 new NOTE: Clarifies the authority and criteria for the state association to authorize exceptions to the competition rules to provide a reasonable accommodation to individual participants.

3-3-5: Deletes the reference to illegal attire as it is covered under Rules 3-3-1 and 3-3-2

4-1-new 2: Places the authority and responsibilities of the meet committee in its own article to make it easier to locate within the rules.

6-4-1: Eliminates unnecessary language and clarifies the process of time integration.

2011-12 Editorial Changes

3-5-1, 8-1-2

2011-12 Points of Emphasis

1. Pre-meet conference with coaches and captains
2. Forward approach in diving

INFRACTIONS AND PENALTIES

The following list is a sampling of infractions and penalties. Coaches and athletes should refer to NF Swim Rules Book and WVSSAC rules for additional infraction and penalty regulations.

<u>Infraction</u>	<u>DQ From Event</u>	<u>DQ From Further Competition</u>	<u>Ejection & 2 Meet Suspension</u>
False start	x		
Delay of meet	x		
Failure to assume starting position after being instructed to do so	x		
Stroke infractions	x		
Wearing jewelry discovered during race	x		
Wearing illegal attire	x		
Entering water before race without referee's permission	x		
Not swimming in assigned lane	x		
Interfering with swimmer in another lane	x		
Contacting bottom of pool for purpose of gaining advantage	x		
Re-entering water during race without referee's approval	x		
Participating in/attempting to participate in more than allowable events	x	x	
Failure to compete in all races in which entered	x	x	
Using unapproved artificial device during an event	x	x	
On site use of tobacco products	x	x	x
Being a non-participating team member who enters water during race	x	x	
Refusing to make illegal attire or jewelry legal when directed to do so by referee	x	x	x
On-site shaving		x	
Willful failure to follow the directions of an official	x	x	x
**Unsportsmanlike conduct	x	x	x
<small>(Unsportsmanlike conduct acts include but are not limited to profanity, taunting, throwing equipment in anger or disgust, disrespectfully addressing an official)</small>			

** At the discretion of the referee, team personnel displaying unsportsmanlike conduct may be issued a warning, followed by disqualification and ejection from further participation in the meet. In addition, the personnel will be subject to the WVSSAC Code for Interscholastic Athletics - Rule 127-4-3.

2011-2012 Swim Coaches' Information Sheet

Head Coach		
School		
Please check	Boys Coach	Girls Coach
Home Address		
Phone Numbers	School	
	Work	
	Home	
	Email	
Assistant Coach		
School		
Please check:	Boys Coach	Girls Coach
Home Address		
Phone Numbers	School	
	Work	
	Home	
	Email	

Please return no later than October 14, 2011 to:
 Heather Enoch
 WVSSAC Secretary
 2875 Staunton Turnpike
 Parkersburg, WV 26104

WVSSAC MEET COMMITTEE PROTEST FORM

The Meet Committee shall consist of the Meet Director (ex-officio), the Meet Referee (ex-officio), and other knowledgeable swimming persons to comprise an odd number of committee members.

Protest Procedure

1. The protest procedure must be initiated within one event. Protests will only be accepted from the school authorized coach.
2. The coach must submit the Protest Form to the Meet Director within one event.
3. The Meet Committee will convene at the conclusion of the preliminaries.
4. The Meet Director will present the Protest Form to the Meet Committee and the Meet Referee.
5. The coach initiating the complaint will present the protest and will then be excused from the meeting. **Coaches who fail to conduct themselves in a courteous and professional manner will be asked to leave the meeting immediately and will not have the right to present the protest.**
6. The Meet Referee will submit a written explanation and will answer committee questions.
7. The committee will discuss the complaint and render a decision.
8. After the Meet Committee is adjourned, the Meet Director will relay the decision to the coach and the Meet Referee.
9. The Meet Referee will render the decision.
10. The committee's decision is final.
11. The Meet Director will mail a copy of the Protest Form, the Meet Referee explanation, and the committee decision to the WVSSAC office.

DATE: _____

MEET: _____ REGIONAL: _____ STATE: _____

LOCATION: _____

COACH SUBMITTING COMPLAINT: _____

SCHOOL: _____

EVENT NUMBER AND NAME: _____

SWIMMER: _____

SITE NF OR WVSSAC RULE IN QUESTION (include rule, section, article, page)

COMPLAINT: _____

2011-12 NFHS Swimming and Diving Rules Interpretations

Publisher's Note: The National Federation of State High School Associations is the only source of official high school interpretations. They do not set aside nor modify any rule. They are made and published by the NFHS in response to situations presented.

Robert B. Gardner, Publisher, NFHS Publications © 2011

Corrections to Rules Book: 9-8-2e should read "not holding the straight position on a flying somersault until the body is horizontal, and on a flying 1½ somersault holding the straight position until the body is vertical, to the surface of the water;"

SITUATION 1: A diver, after taking two steps on his/her forward approach, jumps off two feet before a third step, followed by a culminating hurdle and takeoff from both feet simultaneously at the end of the board and high enough to perform the dive. **RULING:** Violation of the forward approach, diving referee shall deduct two points from each judge's award. **COMMENT:** The diver is required a minimum of three steps before he/she may use additional steps, hops, leaps and/or jumps before the culminating hurdle. (9-5-2, 9-8-1a)

SITUATION 2: Team A has a foreign exchange student on the team. He/she would like to wear his/her country's flag on the competition suit. The size of the flag is 3x4 inches. Team A's coach will not allow the flag to be worn because it exceeds the size of an American flag. If the flag was no larger than 2x3 inches and the state association did not have a policy prohibiting the flag, the foreign flag could be worn. **RULING:** Correct. **COMMENT:** Even though the rule is specific to the American flag, the coach responded to the student within the spirit of the rule and checked with the state association. Only one flag is permitted. (3-3-2d)

SITUATION 3: The conference championship swimming and diving meet will be hosted by School A. The conference schools want to use just the default method of establishing the dive order for this 11 dive meet. Unless determined otherwise by the meet director, the default method for determining the order of the dive competition for a championship meet or meet conducted under a championship format shall be by lot. **RULING:** Correct procedure. (9-2-2)

SITUATION 4: The lane timer in lane 5 reports that the swimmer missed the touchpad at the finish, which had moved from proper position. The referee integrates the back-up time for lane 5 of the heat. **RULING:** Correct procedure. **COMMENT:** See lane malfunction chart below. (6-4-1)

SITUATION 5: Now that the order of diving can be by lot or seeded based on the best 11 dive score submitted for the current season in a championship meet or meet conducted under a championship format, who has the authority to determine the method to place the divers in order at a) an invitational meet conducted under championship format; b) the conference/league championship meet; and c) the state series? **RULING:** In a), it will be the meet director; b) the meet director or by conference policy defer to the meet committee; and c) determined by the state association or could defer to the meet director or meet committee. **COMMENT:** In all situations, the manner of determining the diving order should be communicated to all participating schools in advance. (9-2-2)

**OUR KIDS INITIATIVE
POOL DEPTH COMPARISONS (as of October 27, 2009)**

	<i>FINA</i>	<i>NCAA</i>	<i>NFHS</i>	<i>USA-S/USMS</i>	<i>YMCA</i>
<i>Depths for Competitive Swimming</i>	See Below	minimum depth: 4' at start end; 3' 6" feet at the opposite end; Minimum depth of 4 ft. is recommended throughout; NEW construction recommends 7 ft.	No Minimum depth required for competition	No minimum depth for swimming	No minimum depth for swimming

NOTE: THE MORE RESTRICTIVE LOCAL, STATE, AND MUNICIPAL ORDINANCES TAKES PRECEDENCE OVER NATIONAL GOVERNING BODY RULES

<i>Depths for Competitive Racing Starts</i>	A minimum depth of 1.35 meters from 1 meter to 6 meters from end wall; The height of the platform shall be at least 0.5 meters to 0.75 meters above the water surface; No provision for starting in the water * see NOTE above	Water depth shall be no less than 4'; The height of the platform may not exceed 30" above the surface of the water; Provision for starting in the water (2.1, article 1, page 25) *see NOTE above	Minimum depth: 4 ft. at start end measured from the end wall to 5 m. from the end wall 4' > : platform no more than 30" above the water; < 4' to 3'6" > : only deck or in water; < 3'6" : in water only * see NOTE above	Minimum depth for teaching racing starts: 6 ft. (USA-S ONLY); For starts in competition: 4 ft. measured from 1 mtr. to 5 mtrs. from the end wall ; < 4' - must start in water (USMS: <3'6" in-water starts; 3'6"-<4' in-water or deck starts); 4' > - platform maximum of 2' 6" (30") above water (103.2.3 & 103.12) * see NOTE above	Minimum depth for teaching racing starts: 9 feet. For starts in competition: The pool depth should be at least five feet at any end of the pool where racing dives will be performed. If the pool water depth at the starting end of the pool is less than the prescribed five feet, races should be started with swimmers in the water, performing a push start. *see NOTE above
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SWIMMING RULES: COMMON ELEMENTS and DIFFERENCES (as of January 2, 2011) OKI

COMMON ELEMENTS WITH GOVERNING BODIES		COMMON ELEMENTS and DIFFERENCES (as of January 2, 2011)		
Start	Freestyle	Backstroke	Breaststroke	Butterfly
<p>Whistle preparatory commands; No recall (<i>see NCAA</i>); Forward - after TYM - foot/feet at front (<i>see USMS</i>); Back - feet can be above water; not above lip of gutter or curling of toes Requires a stationary starting position</p>	<p>Head up by 15 mtr.</p>	<p>Head up by 15 mtr.</p>	<p>2 hand touch - simultaneous; Arms in same horizontal plane; Elbows can be out at turn and finish; Head up at widest part of 2nd stroke; One downward butterfly/dolphin kick permitted at start and each turn; Sequence on downward butterfly kick - any outward lateral or downward movement of the hands or arms determines the initiation prior to kick</p>	<p>Head up by 15 m; simultaneous 2 hand touch; Arms simultaneous in recovery and pull; Breaststroke, scissor, alternating kick not permitted (<i>see USMS</i>); Body kept on breast from beginning of first arm stroke; Can't re-submerge</p>
				<p>Turn rules apply for intermediate turns. Finish rules apply at transition turns.</p>

DIFFERENCES (in bold and italics) - see specific rule book for exact wording

FINA; USA-S; YMCA	<p><i>See POOL DEPTH COMPARISON chart for YMCA differences</i></p>				
NCAA	<p><i>MODIFIED whistle preparatory commands; Recall; Track start blocks are not permitted</i></p>	<p><i>Kick/glide is permitted after turning action; Body can be submerged on the last stroke at the finish</i></p>	<p><i>No sculling permitted</i></p>		<p><i>See backstroke section for differences during turn</i></p>
NFHS	<p><i>Verbal or whistle preparatory commands - State option</i></p>	<p><i>Inadvertent re-submerging after the 15 meter mark is permitted before and after turning action</i></p>	<p><i>No sculling permitted</i></p>	<p><i>Hands - horizontal level in stroke; Inadvertent re-submerging after the 15 meter mark is permitted</i></p>	<p><i>See backstroke section for differences during turn; See NFHS casebook for difference interpretation for Freestyle leg of IM and MR</i></p>
USMS	<p><i>Use back start for in-water free start; Foot at front before TYM</i></p>			<p><i>Allow breaststroke or whip kick exclusively or interchangeably</i></p>	<p><i>See butterfly section for differences in kick</i></p>

Contract for Officials

_____ Official's Name (Please Print)	_____ Official's Social Security Number	_____ Home Phone
_____ Address	_____ City, State, Zip	_____ Work Phone

The said official agrees to be present and officiate the game(s) listed as follows:

Date/ Time	Game	Fee/Mileage Expenses	Home Team	Visitors	Other Officials

- A. Official must be agreed upon by all schools involved in this contest.
- B. This contract shall be returned to the originating school/tournament director within ten (10) days from date listed on contract. Otherwise, contract will be considered null and void.
- C. If the event is cancelled by reason mutually agreed upon by the schools/tournament director, then the following shall apply:
 - If the official is notified in time to prevent travel to the site of the event, there shall be no payment to the official, provided the official is offered the opportunity to officiate the postponed event on the new date.
 - If the official is notified in time to prevent travel to the site of the event, and the official is not offered the opportunity to officiate the postponed event on the new date, the official shall be paid the contract price less travel expense.
 - If the official is not notified in time to prevent travel to the site of the event, and the official is offered the opportunity to officiate the postponed event on the new date, the official shall be paid travel and meal expenses.
 - If the official is not notified in time to prevent travel to the site of the event, and the official is not offered the opportunity to officiate the postponed event on the new date, the official shall be paid the full contract price including travel expenses.
- D. Mileage shall be paid only upon the single rate if the officials travel to the site in the same car.
- E. The official agrees to arrive in advance of scheduled contest time for pre-game conference, etc. in accordance with NFHS and WVSSAC rules.
- F. Services provided by the official are as an independent contractor.
- G. The official assumes all liability for injury to him/herself and waives any claim for an injury, loss or damage which may be sustained by the official during any game, contest or activity against the schools involved or West Virginia Secondary School Activities Commission.
- H. It is understood that the services of the official are provided as an independent contractor and that no medical insurance, workers compensation, unemployment insurance or other benefit is accorded to the official by this contract.
- I. This contract is considered binding by both parties and cannot be negated except through mutual agreement of the parties.

If either party hereto fails to fulfill the obligation of any part of this contract, that party shall pay to the offended party the amount specified above as the fee for the event, the remainder of the contract shall not be binding and the breach of contract shall be reported to the Executive Director of the West Virginia Secondary School Activities Commission.

_____ Principal/Designee	_____ Date Signed
_____ Official/Designee	_____ Date Signed

**COPY MUST BE RETURNED TO
HOME SCHOOL, VISITING SCHOOL, AND OFFICIAL.**

Request for Alternate Form

If a team qualifies less than 7 athletes, this request form must be completed and faxed to the WVSSAC office no later than Monday following the regional tournament.

School: _____

Boy: _____ Girl: _____

1. _____ Relay

2. _____ Relay

List of all qualifiers for your school:

1. _____ Number of Events: _____

2. _____ Number of Events: _____

3. _____ Number of Events: _____

4. _____ Number of Events: _____

5. _____ Number of Events: _____

6. _____ Number of Events: _____

Name of alternate for relay: _____

Signature: (coach) _____ Date: _____

**This Request Form must be faxed to 304-428-5431
no later than Monday, following the
Regional Tournament.**

Swim Regional and State Meet Warm-Up Procedures

Twenty (20) Minute Warm-Up Per Team

1. A designated supervisor shall be on the deck during the entire warm-up period.
2. Swimmers shall enter the water feet-first except for starts which are limited to specified lanes.
3. Last 5 minutes of warm-up, all lanes are to be designated as one-way sprint lanes with racing starts permitted at the starting end point of the pool and verbally start swimmers for sprint or pace work.
4. Coaches are to stand at the starting end of the pool and verbally start swimmers for sprint or pace work.
5. Swimmers are not allowed on a starting platform when a backstroker is executing a start in the same lane.
6. The coach or assistant coach must be present at all times.

Meet management or a designated official may remove a swimmer, coach, and/or team from the deck for violations of these regulations. In facilities that have a warm-up and/or warm-down area, management shall provide supervision (lifeguards, etc.) of the area at all times.

Regional Tournament Directors are to give a copy of this Rooming List Information Sheet and the Rooming List to the coach of each state qualifier.

WVSSAC STATE TOURNAMENT ROOMING LIST INFORMATION

Please complete the rooming list for this year's State Tournament. Area hotels/motels usually provide rooms at a special rate to those teams and parents attending the State Tournament. Payments for teams must be made in full by a **school check** (not personal) for all expenses.

Reservations must be made as early as possible. When speaking with the hotel/motel contact, please be sure to identify your school name and indicate that the reservations are for the state tournament.

Please check the website for the approved list of hotels/motels who will provide rooms for your sport state tournament.

Hotel / Motel Policy

Effective with the 2010-2011 school year, member schools that are eligible to receive reimbursement for lodging at state championship sites **MUST** be housed at hotel/motel sites that participate in a cooperative agreement with the WVS-SAC. *(Member schools will be notified by information posted on the WVS-SAC website and material included in the sport specific coaches packets as to which lodging sites have entered into an agreement with the WVSSAC.)*

Schools that choose to use unapproved lodging sites will not receive any reimbursement.

WVSSAC STATE TOURNAMENT ROOMING LIST

School Name _____ Sport SWIM

Address _____

Phone # _____

Principal _____

Athletic Director _____

Coach _____

Person In Charge of Supervision _____

Hotel/Motel Name _____

Coach Cell Phone _____ E-mail _____



* List each person who will be staying in each room and his/her official capacity. (Coach or Player)

* Reservations should be made as early as possible.

* After making reservations, send a copy of the room list to the WVSSAC office (Fax 304-428-5431) and to the hotel/motel contact person. If any changes are made to the room list, a revised copy should be submitted to the hotel/motel management immediately upon arrival.

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STATE CHAMPIONSHIP PROGRAMS

GOAL: *To provide a quality program for all championship events*

WHAT: *Swim State Championship Program*

DEADLINE: *February 13, 2012 Noon (Tournament is February 16-17, 2012 if changed we'll adjust the deadline)*

Items Needed if you desire a Team Page:

Swim Team Page Information Sheet

Team Picture

Individual Head Coaches' Picture

**Team Page Sponsor & Ad*

INFORMATIONAL MATERIAL MAYBE FAXED

E-MAIL PICTURES AND TEAM PAGE SPONSOR/AD AT SAME TIME

***Team Page Sponsor -**

Cost - \$125.00

Please contact a business or the boosters club concerning sponsoring this page or provide this office with the name of a potential sponsor. Ad is about the size of a business card which oftentimes is used.

Submit To: *C.W. Powell*

Phone (304) 485-5494

WVSSAC

Fax (304) 428-5431

2875 Staunton Turnpike

Parkersburg, WV 26104

Email: Butch.Powell@wvssac.org

(not all pictures can be opened please call to verify pictures received)

Do NOT Fax Pictures

SWIM TEAM PAGE INFORMATION SHEET

School _____ Classification _____

City _____ County _____

Superintendent _____ Principal _____

Assistant Principal(s) _____

Athletic Director _____ Trainer _____

Head Coach _____

Assistant Coach(es) _____

Team Page Sponsor _____

Ad-Example (Good Luck!!) _____

Head Coaching Information

High School _____ Graduation Date _____

College _____ Graduation Date _____

Graduate College _____ Graduation Date _____

Years of Coaching _____ Years as Head Coach _____ Years at Present School _____

Overall Coaching Record _____

Won Lost Tie

State Championships -- Won _____ Years _____

Season Results--Use Separate Sheet to Report Results

Don't forget to fax Swim Team Sheet-Roster Sheet-Season Results Sheet to 304-428-5431

Don't forget to e-mail your team and coach picture to butch.powell@wvssac.org



COACHING REMINDERS



Practice: Team members must have 14 practices on 14 separate days - 7 days sports specific if participating in another sport during the same sports season. A student must have 7 days of practice if coming from one sports season into the next sports season without interruption of school days. Only students enrolled in the specific member school and a member of team is allowed to practice. Rule 127-2-13.

Sunday Contests: Contests or practice on Sunday is prohibited. Practice refers to any group or individual meeting to view films or activity associated with the activity of that sports season. Rule 127-3-14.

Physical Exam: Team members must have Athletic Participation/Parental Consent/Physician's Certificate form completed and on file before beginning practice. Rule 127-3-3.

All-Star Competition: Any student completing athletic eligibility at the end of current school year because of age or completion of semesters of eligibility may play in one (1) all-star game upon conclusion of the season without loss of eligibility for balance of year. Rule 127-3-4.

Awards: Team members can accept awards from school sponsoring a sanctioned event or the school. Wearing apparel, championship rings, equipment, athletic goods are prohibited from any source. Rule 127-3-5.

Out of Season Coaching: Coaches may not promote, initiate, organize, supervise or participate in out-of-season events involving students of the same sport as the grade level coaching assignment and preceding grade level except as specified in Rules 127-3-7.2 and 127-3-7.3. Rule 127-3-7.7.

Amateur: Any team member competing for money, receiving any award or prize of monetary value that has not been approved by the WVSSAC, capitalizing on athletic fame or signing a professional playing contract in that sport is prohibited. Rule 127-2-11.

Participation as Ineligible: Any student who participates as ineligible may forfeit eligibility for up to 365 days. Rule 127-2-12.

Non-School Participation: Participation is limited to school teams only with a few exceptions in individual sports provided the school principal approves and no school contests/activities are missed. Participation includes but is not limited to, practice, fund raising, team pictures, tryouts, etc. Rule 127-2-10.

Sanctioning and Travel: A member school shall not enter a contest, tournament, or competition which requires sanctioning until it is approved 30 days prior to the event. Rule 127-3-16.

For complete details regarding the above regulations and those governing team memberships, scholarship, undue influence, age, semester, etc. refer to the **Rules & Regulations Handbook** or at www.wvssac.org.

This is not a comprehensive listing.

§127-2-13. Practice.

13.1. Only students enrolled in the specific member school are allowed to participate in that school's practices. Exceptions - Rules 127-2-3.2 and 127-2-3.5.

13.2. The frequency and length of practice is at the discretion of each member school.

13.3. Member schools of the WVSSAC may practice on any day of the year with the exception of Sunday practice. Rule 127-3-14.2 further clarifies Sunday practice.

13.4. Individual players of a team must have practiced

13.4.1. on 7 SEPARATE days before participating in an interscholastic scrimmage.

13.4.2. on 14 SEPARATE days, exclusive of the day of a contest, before participating in an interscholastic contest. The following sport(s) is exempted from the provisions of this rule: golf.

13.5. A student shall not be permitted to engage in interscholastic practice until that student has filed with the principal a completed Athletic Participation/Parental Consent/Physician's Certificate Form. Rule 127-3-3 further explains this required form.

13.6. A student academically ineligible may begin practicing 15 school days immediately prior to the date of regaining full eligibility. (All other ineligible students may not practice.)

13.7. If a student has established eligibility in a sport requiring 14 separate days of practice and is continuing to participate in that sport or no school days have lapsed from one sport to another sport in a same season, the student may participate in another sport of the season after completing seven separate days of sport specific practice in the second sport.

13.8. Students participating in a sport(s) in one season must have practiced 14 separate days, exclusive of the day of a contest, to be eligible to participate in a sport in the next season with the following exception: the student has continued to practice or participate in tournament play without an interruption of school days. The student must complete seven separate days of sport specific practice in the second sport.

(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.



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



A Parent's Guide to Concussion in Sports

What is a concussion?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

Concussion Facts

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache
Is confused about what to do	Nausea
Forgets plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or fuzzy vision
Moves clumsily	Sensitivity to light or noise
Answers questions slowly	Feeling sluggish
Loses consciousness	Feeling foggy or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit	Confusion
Can't recall events after hit	

What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, you

must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing.

When in doubt, sit them out!

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child's physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

When can an athlete return to play following a concussion?

After suffering a concussion, **no athlete should return to play or practice on that same day.** Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers in both Oregon and Washington to pass laws stating that **no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.

How can a concussion affect schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization. In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

What can I do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

Other Frequently Asked Questions

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

Is a “CAT scan” or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT (“CAT”) and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as how the injury happened and length of symptoms following the concussion, are very important and must be considered when assessing an athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each concussion.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

If you have any further questions regarding concussions in high school athletes or want to know how to find a concussion specialist in your area please contact Michael C. Koester, MD, ATC and Chair of the NFHS Sports Medicine Advisory Committee at michael.koester@slocumcenter.com.

April 2010

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.

RECRUITING REGULATIONS

If a coach is contacted by a student, his/her parents, or anyone else regarding a student athlete transferring to his/her district, the coach shall refer the individual(s) to a school administrator in the district immediately. A coach cannot discuss the matter with the student or anyone else for that matter and should not even listen when the subject is brought up concerning students transferring to his/her school. School coaches working or coaching in outside school leagues and camps should be warned that a potential problem exists if a student later enrolls at the school where the coach is employed. The school administrator, after being notified by the coach that a prospective student athlete has approached the coach about possibly playing for his/her school team, should contact the WVSSAC office immediately. Seriously or jokingly telling a student that you would like for that athlete to play for you or your team shall be considered recruiting. Rules regarding individuals who engage in recruiting shall not be restricted specifically to school personnel.

Approved by the Board of Appeals
October 1998

GUIDELINES FOR SUSPENDED COACH/PLAYER

A coach or player who is ejected from a contest shall be suspended for the remainder of the game, match, meet or contest. An ejected coach shall exit the playing arena (out of sight and sound of the venue) as well as the team and bench areas. If there is not another person hired by the board of education to coach that sport or a professional from that school present to take his/her place, the contest shall be forfeited. Because of supervision and liability, an ejected athlete shall sit on the bench and shall not cause nor participate in any further problems. Furthermore, a coach or player shall not be permitted to attend subsequent contests of the suspension. He/she shall not be formally 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 the contest, wearing a uniform, or sitting in the bench or team area. Regular practice or team meetings not affiliated with a contest will not fall under this policy.



SPECTATOR SUPPORT INFORMATION FOR TOURNAMENTS

The following sport support information is provided for each specified sport. **ONLY** those items marked with "Yes" are allowed during tournament play (sectional, regional, and state). It is recommended that schools follow these regulations during regular season play.

Vocal cheering and support from team bench areas are encouraged; however, the items indicated on this page are for use by spectators. Schools must stress **GOOD SPORTSMANSHIP** when allowing any item to be used. All items must be for support of your team and not directed against the opponent.

Legend: BSK Basketball CC Cross Country SB Softball TE Tennis WR Wrestling
 BB Baseball FB Football SC Soccer TR Track & Field
 CH Cheer GO Golf SW Swimming VB Volleyball

SPORT	BSK	BB	CH	CC	FB	GO	SB	SC	SW	TE	TR	VB	WR
Apparel Required Upper/Lower Body Garments	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Balloons	No	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No
Banners on wall/stadium	No	No	No	No	No	No	No	No	No	No	No	No	No
Confetti/Paper debris	No	No	No	No	No	No	No	No	No	No	No	No	No
Hand-held Signs (one holder)	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TOURNAMENT DIRECTORS HAVE AUTHORITY IN DETERMINING APPROPRIATE SIZE AND SIGN MESSAGE.													
Laser Pointer	No	No	No	No	No	No	No	No	No	No	No	No	No
Miniature sports balls thrown to crowd	No	No	No	No	No	No	No	No	No	No	No	No	No
Noise makers (Horns, cow bells, bells, buzzers, clickers, or any artificial or mechanical noisemakers)	No	Yes	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No
TOURNAMENT DIRECTORS HAVE AUTHORITY IN DETERMINING WHAT IS CONSIDERED AN ARTIFICIAL OR MECHANICAL NOISE MAKER.													
IF RULES SPECIFY NOISE MAKERS WHICH MAY NOT BE USED.													
Opening Prayer/Invocation	No	No	No	No	No	No	No	No	No	No	No	No	No
Paper banners for team to run through	Yes *	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pom pons (w/o sticks) Spirit Towels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Recorded/taped Music over amplifying system Only pregame or halftime	Yes *	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
School bands (pep), pregame, during time-outs, halftime, and post-game	No	No	No	No	Yes	No	No	Yes	No	No	No	No	No
Air Horns	No	No	No	No	No	No	No	No	No	No	No	No	No
Cannons & Muskets	No	No	No	No	No	No	No	No	No	No	No	No	No
50-50 Drawing	No	No	No	No	No	No	No	No	No	No	No	No	No
Reserve Seating State Only	No	No	No	No	No	No	No	No	No	No	No	No	No

* Not Permitted at State Tournament



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

WAYS TO PREVENT SKIN INFECTIONS: A PLAYER'S GUIDE



Cover Cuts & Sores!

With a bandaid or wrap before you play



Wash Up!

With soap and hot water



Don't Share!

Towels, clothes or personal items



Show & Tell!

**Show cuts & sores
to your coach**



Be Prepared!

**Learn first aid for cuts
& sores**



MEASURES FOR PREVENTING STAPHYLOCOCCAL SKIN INFECTIONS AMONG SPORTS PARTICIPANTS

Centers for Disease Control Recommendations for School Athletic Teams



1 Cover all wounds. If a wound cannot be covered adequately, consider excluding players with potentially infectious skin lesions from practice or competitions until the lesions are healed or can be covered adequately.



2 Encourage good hygiene, including showering and washing with soap after all practices and competitions.



3 Ensure availability of adequate soap and hot water



4 Discourage sharing of towels and personal items (e.g., clothing or equipment).



5 Establish routine cleaning schedules for shared equipment.



6 Train athletes and coaches in first aid for wounds and recognition of wounds that are potentially infected.



7 Encourage athletes to report skin lesions to coaches and encourage coaches to assess athletes regularly for skin lesions.



West Virginia Department of Health and Human Resources

Information for the Public -

Methicillin Resistant *Staphylococcus aureus* (MRSA)

What is *Staphylococcus aureus*?

Staphylococcus aureus, or Staph@ is a bacteria that lives on the skin or in the nose of healthy people. Occasionally, staph can cause infections of the skin, bloodstream, lungs, bones, joints, heart, or almost any part of the body.

What is methicillin resistant *Staphylococcus aureus* (MRSA)?

MRSA (pronounced 'mursa') is a type of staph that has become resistant to some common antibiotics. This means that an infection with MRSA is more difficult to treat.

Where are staph and MRSA found?

Staph and MRSA may be found on the skin or in the nose. About 30 to 50% of people may carry the staph bacteria on their skin without getting ill.

How common is MRSA?

In many communities, including some in West Virginia, MRSA is now the most common cause of skin infections due to 'staph.' According to some studies, 1 to 10% of people now carry MRSA in their nose or on their skin.

Who is most at risk for staph infections?

While anyone can get an infection with staph, certain persons are more at risk. These people include diabetics, people on dialysis, persons who use injection drugs, people who have recently had surgery, and persons with chronic diseases such as cancer. Staph infections are also more common in persons who have a tube going into their body (such as a urinary catheter or intravenous (IV) catheter).

MRSA infections are more likely in persons who have recently received antibiotics or recently been in a hospital or nursing home. In the last few years, MRSA infections have also been identified in persons outside of hospitals. Cases of MRSA disease in the community are associated with recent antibiotic use, sharing contaminated items, active skin disease, and living in crowded settings. Outbreaks have occurred on sports teams, in jails or military units, camps and even hospital wards. Community associated MRSA infections are usually skin infections; however, severe illness can also occur.

Are staph and MRSA infections treatable?

Yes, staph infections are treatable. Skin infections can usually be treated with oral antibiotics. MRSA infections are usually treatable, but they may be more difficult to treat. The doctor will have to get a laboratory test to tell the difference between MRSA and staph.

How are staph and MRSA spread?

Staph and MRSA can spread among people by close physical contact. Spread may also occur by touching objects, such as towels, sheets, clothes, work-out areas and sports equipment contaminated by the skin of a person with MRSA or staph.

How can I prevent staph or MRSA infections?

- Keep your hands clean by washing thoroughly with soap and water. Alcohol-based hand cleansers also help.
- Keep cuts and wounds clean and covered with a dressing until healed. Avoid contact with other peoples= wounds.
- Avoid sharing towels, clothing, sports equipment, deodorant, cosmetics and other personal items.
- Only take antibiotics if you really need them. Antibiotics do not work for a cold, the flu or other viral infections. When a doctor prescribes antibiotics, take them as directed.