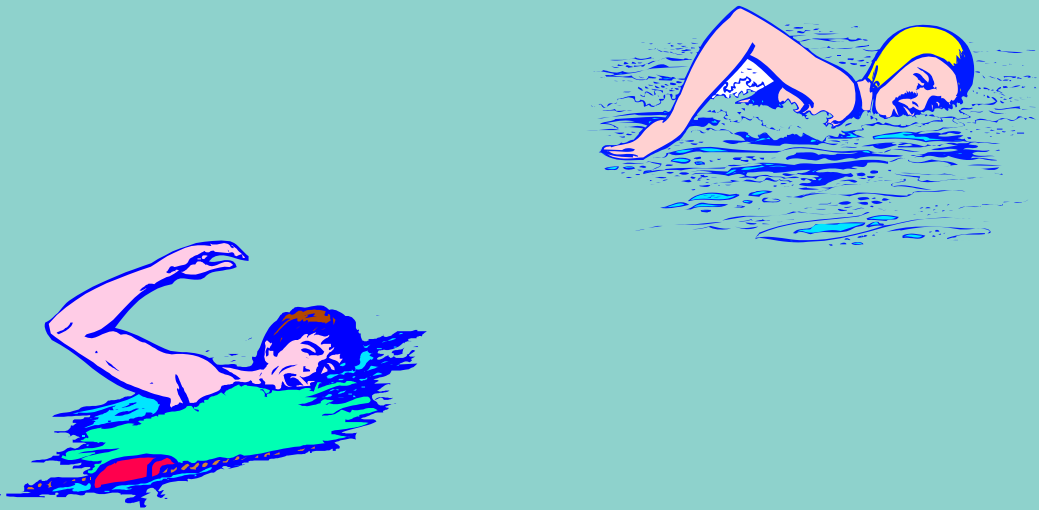


2011 - 2012



Swimming  
Officials  
Packet

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## My Officials' Packet! Where is it?

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

## How Do I Login To The Officials' Management Page?

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

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

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

## How to Log In to the WV Central Hub Site:

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

**DO'S and DON'TS:**

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

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

**DON'T PROCRASTINATE!**

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

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

**REMEMBER:**

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

**Part I Test Window**

Basketball-Wrestling-November 7, 2011 till November 21, 2011

Swim – October 10, 2011 till November 10, 2011

**Part II Test Window**

Basketball-Wrestling – November 28, 2011 till December 12, 2011

Swim – No Part II Test

**Deadline For Self Nomination Forms-Online**

Basketball – August 1, 2011 till December 30, 2011

Wrestling – August 1, 2011 till December 30, 2011

Swim – August 1, 2011 till February 1, 2012

**Deadline For Game Reports-Online**

Basketball-Wrestling – April 1, 2012

Swim – No Game Reports Due

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

Failure to take Part II – Suspension the following season

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

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

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

**TO:** SWIM OFFICIALS  
**FROM:** Kelly Geddis, Assistant Executive Director  
**DATE:** September - 2011  
**SUBJECT:** 2011-12 SWIM SEASON

Officials are asked to bring all packet materials, found on the WVSSAC website, with them to the State Rules Clinic. Officials are asked to familiarize themselves with all materials prior to the clinic.

### POINTS OF EMPHASIS

#### Season Dates

First Practice: October 24, 2011  
First Meet: November 9, 2011  
Regional Meet: February 11, 2012  
State Meet: February 16-17, 2012

#### **1. Registration**

2. Registration is required for all starters, stoke and turn, and referees.
3. Registration is recommended for timers, scorers, etc.
4. Join a local officials' board – We now have four officials' boards – Eastern Panhandle, North Central, Ohio Valley, and Southern West Virginia.
5. New Officials – If you know individuals, who would like to become officials, please encourage them to contact Roberta Newton immediately at 304-485-5494, so that we can register them before the Rules Clinics. Registration fee is \$32.00.
6. Officials Registration for 2012-13 (next year). The registration form is due June 15, 2012. A return verification card was mailed with your rule book. To receive confirmation of receipt of your registration; return the verification card with postage when you send the Registration Form. **State Rules Clinic** – required for all registered officials. Failure of the official to attend one of the clinics will result in suspension for the current season. Clinic attendance requirement will not be granted if the official is late in excess of ten (10) minutes.
7. **Part I Test** – All officials will be required to complete this test on the Arbiter web site. See the insert in your online packet.
8. Only WV registered officials may officiate (starter, stroke and turn, referee) West Virginia high school regular season swim meets.
9. Dual or tri meets – minimum of two registered officials
10. Four or more teams – minimum of three registered officials

11. **Officials' Contracts** – Schools are required to contract officials. Schools should have these forms. Contracts are available from the WVSSAC office.
12. **Regional Tournament Officials** – February 11, 2012
13. Selected by tournament director
14. Minimum of seven registered officials – four stroke and turn, starter, referee, back up official.
15. State Tournament Application – Due February 1, 2012
16. Selected by WVSSAC
17. Minimum of eleven registered officials – referee, starter, eight stroke and turn, backup official
18. 2011-12 registration fee will be waived.
19. Officials meeting will be February 15<sup>th</sup>, time TBA., site TBA
20. **Officials' Handbook** – It is each official's responsibility to read and understand its contents, deadline dates, etc. The Officials' Handbook is located on our web site.
21. **Apparel – Regular season and tournament meets.** 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. 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 and ties.
22. **Special Report Forms** – Officials are to submit these forms to notify the school principal and the WVSSAC of any rule infractions, unsportsmanlike conduct, facility problems, etc. The forms are on line. (see insert)
23. **Meet Committee Procedures for Regional and State Meets** – Special emphasis is directed to this section of The Interscholastic. Meet Committee Protest Form is enclosed.
24. **Change of Address** – If the WVSSAC is not notified of an address change before the sport packet is mailed, the official will be charged the postage for the return to this office and the mailing to the proper address.
25. **NFOA** – Registration fee includes each official's membership in the National Federation Interscholastic Officials' Association (NFOA).
26. Officials should carefully review The Interscholastic program 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 Procedure
  - G. Meet Referee Responsibilities
  - H. Scoring Errors
  - I. Scratch Regulations
  - J. Infractions and Penalties
  - K. Water Depth
  - L. Regular Season Scoring
27. Thank you for being a WV registered swim official. I know that you will enjoy this exciting profession and will assist us in promoting and improving our swim program.

**2011-2012  
SWIMMING RULES CLINICS**

<b><u>DATE</u></b>	<b><u>LOCATION</u></b>	<b><u>TIME</u></b>	<b><u>COORDINATOR</u></b>
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.***



# 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 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**

<b>Session I Girls</b>		<b>Session II Boys</b>	
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	Boys
<b>Girls</b>			<b>Boys</b>
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**

<b>Session III Girls</b>		<b>Session IV Boys</b>	
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	Boys
<b>Girls</b>			<b>Boys</b>
1	200 Medley Relay	2	
3	200 Freestyle	4	
5	200 Individual Medley	6	
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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 &amp; 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

(Unsportsmanlike conduct acts include but are not limited to profanity, taunting, throwing equipment in anger or disgust, disrespectfully addressing an official)

\*\* 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.

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

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

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## 2012-2013 Registration Form

Please Print Legibly

**\*\*Required Information**

**\*\*Registration Number:** \_\_\_\_\_

**\*\*Social Security Number:** \_\_\_\_\_

**\*\*Name:** \_\_\_\_\_

**\*\*Address:** \_\_\_\_\_

**\*\*City/State/Zip:** \_\_\_\_\_

**\*\*Home Phone:** \_\_\_\_\_ **\*\*Cell Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

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

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

**Inactive Registration: List Sport Here** \_\_\_\_\_ **\$10 Fee**

**Total Enclosed** \$ \_\_\_\_\_ **Check#** \_\_\_\_\_

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

**Registration Form & Payment Are Due: June 15<sup>th</sup> of Each Year.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## BULLETIN

### YEARLY REQUIREMENTS FOR REGISTERED OFFICIALS

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

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

**Index**

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

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## BULLETIN

TO: ALL OFFICIAL'S  
DATE: 2011-12 SPORT SEASON  
SUBJECT: INDIVIDUAL PRINT-OUT

Use this form when requesting your individual coaches ratings.

**NOTE: YOU MUST SUPPLY US WITH A SELF ADDRESSED STAMPED ENVELOPE TO RECEIVE YOUR END OF SEASON COACHES RATINGS.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SPORT: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_

YEAR: 2011-12 SPORT SEASON

## (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.



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

## **BODY FLUID HANDLING PROCEDURES**

### **PURPOSE**

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

### **BLOOD-BORNE PATHOGENS**

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

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

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

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

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

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

#### **General Procedures:**

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

### Procedures for Activities:

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

### REFERENCES

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

### Policy Adopted by the Board of Directors

The WVSSAC strongly recommends that all coaches/officials complete the free NFHS Concussion Course at [www.nfhslearn.com](http://www.nfhslearn.com)

# Concussion in Sports - What You Need to Know

## Ordering Information at [www.nfhslearn.com](http://www.nfhslearn.com)



### Steps to access the FREE course:

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

**The online concussion course is offered at no cost to the user.** Once you have finished, you will be added to the database as having completed the course. The name of the individual completing the course will appear in the "Coach Search" feature as having completed this course along with any other courses completed at [www.nfhslearn.com](http://www.nfhslearn.com).



# WVSSAC

## Return to Play (RTP) Protocol

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

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

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

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