

wvssac

Middle School



**Principal's
Packet**



West Virginia Secondary School Activities Commission

2875 Staunton Turnpike, Parkersburg, WV 26104-7219

GARY W. RAY, EXECUTIVE DIRECTOR

C. W. POWELL, ASSISTANT EXECUTIVE DIRECTOR

KELLY GEDDIS, ASSISTANT EXECUTIVE DIRECTOR

H. RAY LONDEREE, ASSISTANT EXECUTIVE DIRECTOR



TELEPHONE: 304-485-5494

FAX NUMBER: 304-428-5431

E-MAIL: wvssac@wvssac.org

W. WEB SITE: www.wvssac.org

TO: Member Middle School Principals
FROM: Gary Ray, Executive Director
DATE: August, 2011
SUBJECT: Sport Information

Please find online the following items under the heading of Administrator:

- Internet Submission Checklist
- WVSSAC Required Forms / Checklist
- Ticket Order Forms
 - Girls' State Basketball Tournament (Form 1)
 - Boys' State Basketball Tournament (Form 2)
 - State Wrestling Tournament (Form 3)
- Athletic Director Check List
- NFHS "Lightning Safety"
- Return to Play Protocol / Appropriate Health Care Professional
- Physical Exam Form
- Sportsmanship / Tobacco Announcements
- WVSSAC Rules
- Eligibility Certificate Deadlines
- Application for Cooperative Sponsorship
- Academic Achievement Award
- Rules & Regulations Handbook
- Eligibility Certificate
- Standardized Calendar (Online and in R & R Handbook)
- Sanction Forms
- WVSSAC Ticket Prices (Form 6)

Ticket forms for both Boys' and Girls' Basketball Tournaments can be found in the August edition of The Interscholastic. The order form for the State Wrestling tournament tickets will be in the November edition of The Interscholastic.

DO NOT pay your annual dues for the 2011-2012 school year. The Board of Directors voted to grant a waiver to member schools for this year only.

If there are any questions, please do not hesitate to contact our office.

Best wishes for a successful school term.

INTERNET SUBMISSION CHECKLIST

- _____ Eligibility Forms (Prior to 1st scheduled contest in all sports)
\$25.00 Fine and Forfeit of Contests
- _____ Submit Activities Sponsored - Edit School Information (August 25, 2011)
- _____ School Directory - Edit School Information (August 19, 2011)
- _____ Team Rosters
 - _____ Fall Sports (August 23, 2011)
 - _____ Winter Sports (December 12, 2011)
 - _____ Spring Sports (March 26, 2011)
- _____ Scores (Weekly) - HIGH SCHOOL ONLY
\$50.00 Fine weekly for failing to submit football scores by Monday noon following game night.
\$50.00 Fine failing to submit basketball scores on weekly basis.
- _____ Weight Management Assessment (December 23, 2011)
- _____ Schedules
 - _____ Swim (October 14, 2011)
 - _____ Wrestling (November 23, 2011)
 - _____ Baseball (March 7, 2012)
 - _____ Softball (March 7, 2012)
 - _____ Football (March 21, 2012)
 - _____ Basketball (May 14, 2012)
 - _____ Soccer (May 14, 2012)
 - _____ Volleyball (May 14, 2012)
 - _____ Golf, Cross Country, Cheer, Track, Tennis (Optional)
- _____ Participation Survey - Band only (May 2, 2012)
- _____ Cross Country Entry Form
(Pat@tristateracer.com to get User Name and Password)

WVSSAC Required Forms / Checklist Middle Schools

School Principal or Athletic Administrator:

Please record the due dates on your calendar and establish a procedure to expedite these forms throughout the school term. Failure to meet the postmark deadlines listed may result in your school being penalized in the manner specified by the Board of Directors.

Important Due Dates

Completed	Due Date	Form No.	Form Title
TICKET ORDER FORM			
_____	Wed. Week 30	1	Ticket Order Form - Girls Basketball
_____	Wed. Week 30	2	Ticket Order Form - Boys Basketball
_____	Wed. Week 32	3	Ticket Order Form - Wrestling
MISCELLANEOUS			
_____	Sat. Week 17	4	Request Form to Host a Tournament
_____	None	On Line	Ticket Prices
DECEMBER			
_____	December 23	-	Wrestling Weight Permit Form
JANUARY			
_____	January 15	-	Rule Change Proposal Form
MAY			
_____	Wed. Week 43	On Line	Athletics/Band Participation Survey

**TICKET ORDER FORM
FOR
GIRLS' STATE BASKETBALL TOURNAMENT - 2012**

COACHES AND PRINCIPALS

(ORDERS MAY BE SUBMITTED AT ANYTIME)

NAME _____
 SCHOOL _____
 ADDRESS _____
 CITY _____ STATE _____
 ZIP CODE _____ PHONE _____
 CLASS A, AA, OR AAA (Please Circle)
 GRADES IN SCHOOL 6, 7, 8, 9, 10, 11, 12 (Please Circle)
 PRINCIPAL'S SIGNATURE _____

I am an authorized agent for the above school to order tickets from their allotment for the Girls' State High School Basketball Tournament.

Civic Center reserves the right not to leave single tickets. All orders must be accompanied by a school or personal check or credit card.

No. of Principals and Coaches Tickets _____	x \$56.00 =	_____
No. of Student Tickets _____	x \$48.00 =	_____
Reserved Seat Adult Tickets _____	x \$64.00 =	_____
	Handling Charge =	\$5.00
	Total =	_____

I have approved the above school order _____
(Principal's Signature)

Payment Method: 1) Check 2) American Express 3) Master Card 4) VISA 5) Discover
 CREDIT CARD NAME & NO. _____ EXPIRATION DATE _____
 NAME _____
 ADDRESS _____
 STATE _____ ZIP CODE _____
 AUTHORIZED SIGNATURE _____

ADULT TICKETS MAY BE PURCHASED FROM CIVIC CENTER SEPARATELY - General Admission - \$8.00
 Reserved Seating - \$9.00

PHONE: 1-304-345-7469 MAILED TO: BOX OFFICE MANAGER
 TICKETS GIRLS' STATE BASKETBALL TOURNAMENT
 CIVIC CENTER COLISEUM
 200 CIVIC CENTER DRIVE
 CHARLESTON, WV 25301

**TICKET ORDER FORM
FOR
WRESTLING TOURNAMENT**

**Mail To: Mr. Greg Webb, Principal, State Tournament Director
Huntington High School
One Highlander Way
Huntington, WV 25701**

Please send the following tickets for the State Wrestling Tournament:

	TOTAL
Tickets for	
Coaches, Adults @ \$40.00	_____
Student Tickets @ \$35.00	_____
Handling Fee	_____
Total Enclosed	_____

**TICKET ORDERS MAY BE SUBMITTED AT ANYTIME.
ORDERS WILL BE MAILED FROM THE
STATE TOURNAMENT DIRECTOR STARTING FEBRUARY 7.**

Mail Tickets To:

Name _____

School _____

Address _____

City/Zip Code _____

<p>For Office Use Only</p> <p>Order Received _____</p> <p>Order Filled _____</p>

Athletic Director Check List for Home Contests

- _____ Ticket Sellers
- _____ Tickets and Change Boxes
- _____ Officials
- _____ State Police
- _____ Sheriff
- _____ Security _____
- _____ Crowd Control
- _____ Rescue Squad
- _____ Medical Personnel
- _____ Timer
- _____ Public Address
- _____ Down & Distance
- _____ Chain Crew
- _____ Programs
- _____ Key to Visitors' Locker Room
- _____ Visitors' Host @ Locker Room
- _____ Officials' Host _____
- _____ Refreshments/water for Officials _____
- _____ No Parking Signs
- _____ National Anthem



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



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

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

June 2011

2875 Staunton Turnpike - Parkersburg, WV 26104

ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICIAN'S CERTIFICATE FORM

(Form required each school year. Refer to Rule. File in the office of the Principal.)

PART I - ATHLETIC PARTICIPATION

(To be completed and signed by the student)

Name (Last) (First) (M) School Year: Grade Entering:

Home Address: Home Address of Parents:

City: City:

Phone: Date of Birth: Place of Birth:

This is my semester in (High School) or (Middle School). Last semester I attended (High School) or (Middle School) and passed subjects. I have read the condensed eligibility rules of the WVSSAC athletics. If accepted as a team member, I agree to make every effort to keep up my school work and abide by the rules and regulations of the school authorities and the WVSSAC.

Date: Signed: Phone:

INDIVIDUAL ELIGIBILITY RULES

Attention Athlete! To be eligible to represent your school in any interscholastic contest, you ...

- must be a regular bona fide student in good standing of the school. (See exception under Rule 127-2-3)
must qualify under the Residence and Transfer Rule (127-2-7)
must have earned at least 2 units of credit the previous semester. Summer School may be included. (127-2-6)
must have attained an overall "C" (2.00) average the previous semester. Summer School may be included. (127-2-6)
must not have reached your 15th (MS), 16th (9th) or 19th (HS) birthday before August 1 of the current school year. (127-2-4)
must be residing with parent(s) as specified by Rule 127-2-7 and 8.
unless parents have made a bona fide change of residence during school term.
unless an AFS or other Foreign-Exchange student (one year of eligibility only).
unless the residence requirement was met by the 365 calendar days attendance prior to participation.
if living with legal guardian/custodian, may not participate at the varsity level. (127-2-8)
must be an amateur as defined by Rule 127-2-11.
must have submitted to your principal before becoming a member of any school athletic team Participation/Parent Consent/Physician Form, completely filled in and properly signed, attesting that you have been examined and found to be physically fit for athletic competition and that your parents consent to your participation. (127-3-3)
must not have transferred from one school to another for athletic purposes. (127-2-7)
must not have received, in recognition of your ability as a HS or MS athlete, any award not presented or approved by your school or the WVSSAC. (127-3-5)
must not, while a member of a school team in any sport, become a member of any other organized team or as an individual participant in an unsanctioned meet or tournament in the same sport during the school sport season (See exception 127-2-10).
must follow All Star Participation Rule. (127-3-4)
must not have been enrolled in more than (8) semesters in grades 9 to 12. Must not have participated in more than two (2) seasons in the same sport in grades 7 and 8 or more than three (3) seasons while in grades 6-7-8. (Rule 127-2-5).
must not have been retained without failing in grades 6, 7 or 8. (127-2-5)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above listed minimum standards but also all other standards set by your school and the WVSSAC. If you have any questions regarding your eligibility or are in doubt about the effect any activity or action might have on your eligibility, check with your principal or athletic director. They are aware of the interpretation and intent of each rule. Meeting the intent and spirit of WVSSAC standards will prevent athletes, teams, and schools from being penalized.

PART II - PARENTAL CONSENT

(To be completed and signed by the parent or guardian)

(See Part I)

In accordance with the rules of the WVSSAC, I give my consent and approval to the participation of the student named above for the sport NOT MARKED OUT BELOW:

- BASEBALL CROSS COUNTRY GOLF SOFTBALL TENNIS VOLLEYBALL
BASKETBALL FOOTBALL SOCCER SWIMMING TRACK WRESTLING
CHEERLEADING OTHERS

MEDICAL DISQUALIFICATION OF THE STUDENT-ATHLETE

Withholding a student-athlete from activity. The member school's team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation due to an injury, an illness or pregnancy. In addition, clearance for that individual to return to activity is solely the responsibility of the member school's team physician or that physician's designated representative.

I understand that participation may include, when necessary, early dismissal from classes and travel to participate in interscholastic athletic contests. I will not hold the school authorities or West Virginia Secondary School Activities Commission responsible in case of accident or injury as a result of this participation. I also understand that participation in any of those sports listed above may cause permanent disability or death. Please check appropriate space: He/She has student accident insurance available through the school (); has football insurance coverage available through the school (); is insured to our satisfaction ().

I also give my consent and approval for the above named student to receive a physical examination, as required in Part IV, Physician's Certificate, of this form, by MD, or by a qualified, registered physician as recommended by the named student's school administration.

I further consent to WVSSAC's use of the herein named student's name, likeness, and athletically related information in reports of Inter-School Practices or Scrimmages and Contests, promotional literature of the Association, and other materials and releases related to interscholastic athletics.

Date: 11 Signed:

PART III – STUDENT’S MEDICAL HISTORY
(To be completed by parent or guardian prior to examination)

Name _____ Birthdate ____/____/____ Grade _____ Age _____

Has the student ever had:

- Yes No 1. Chronic or recurrent illness? (Diabetes, Asthma, Seizures, etc.,)
- Yes No 2. Any hospitalizations?
- Yes No 3. Any surgery (except tonsils)?
- Yes No 4. Any injuries that prohibited your participation in sports?
- Yes No 5. Dizziness or frequent headaches?
- Yes No 6. Concussion/knocked out?
- Yes No 7. Knee, ankle or neck injuries?
- Yes No 8. Broken bone or dislocation?
- Yes No 9. Heat exhaustion/sun stroke?
- Yes No 10. Fainting or passing out?
- Yes No 11. Have any allergies?

Does the student:

- Yes No 12. Have any problems with heart/blood pressure?
- Yes No 13. Has anyone in your family ever fainted during exercise?
- Yes No 14. Take any medicine? List _____
- Yes No 15. Wear glasses ____, contact lenses ____, dental appliances ____?
- Yes No 16. Have any organs missing (eye, kidney, testicle, etc.)?
- Yes No 17. Has it been longer than 10 years since your last tetanus shot?
- Yes No 18. Have you ever been told not to participate in any sport?
- Yes No 19. Do you know of any reason this student should not participate in sports?
- Yes No 20. Have a sudden death history in your family?
- Yes No 21. Have a family history of heart attack before age 50?
- Yes No 22. Develop coughing, wheezing, or unusual shortness of breath when you exercise?
- Yes No 23. (Females Only) Do you have any problems with your menstrual periods.

PLEASE EXPLAIN ANY “YES” ANSWERS OR ANY OTHER ADDITIONAL CONCERNS.

I also give my consent for the physician in attendance and the appropriate medical staff to give treatment at any athletic event for any injury.

SIGNATURE OF PARENT OR GUARDIAN _____ DATE ____/____/____

PART IV – VITAL SIGNS

Height _____ Weight _____ Pulse _____ Blood Pressure _____

Visual acuity: Uncorrected ____/____; Corrected ____/____; Pupils equal diameter: Y N
L R L R

PART V – SCREENING PHYSICAL EXAM

This exam is not meant to replace a full physical examination done by your private physician.

Mouth:

- Appliances Y N
- Missing/loose teeth Y N
- Caries needing treatment Y N
- Enlarged lymph nodes Y N
- Skin - infectious lesions Y N
- Peripheral pulses equal Y N

Respiratory:

- Symmetrical breath sounds Y N
- Wheezes Y N
- Cardiovascular:
- Murmur Y N
- Irregularities Y N
- Murmur with Valsalva Y N

Abdomen:

- Masses Y N
- Organomegaly Y N
- Genitourinary (males only);
- Inguinal hernia Y N
- Bilaterally descended testicles Y N

Musculoskeletal: (note any abnormalities)

- | | | | |
|---------------|------------|---------------|-----------------|
| Neck: Y N | Elbow: Y N | Knee/Hip: Y N | Hamstrings: Y N |
| Shoulder: Y N | Wrist: Y N | Ankle: Y N | Scoliosis: Y N |

RECOMMENDATIONS BASED ON ABOVE EVALUATION:

After my evaluation, I give my:

- _____ Full Approval;
- _____ Full approval; but needs further evaluation by Family Dentist ____; Eye Doctor ____; Family Physician ____; Other ____;
- _____ Limited approval with the following restrictions: _____;
- _____ Denial of approval for the following reasons: _____.



Tobacco Policy Announcement

To Be Read at All School Related Events!

School administration and the WV Secondary School Activities Commission would like to remind all individuals of WV State Board Policy 2422, that prohibits the use of ANY tobacco products on school property and during school related events. Not only is tobacco use and distribution illegal on school property, but tobacco is directly linked to numerous health problems.

Please do your part to help reduce tobacco use in West Virginia.

Sportsmanship Announcements

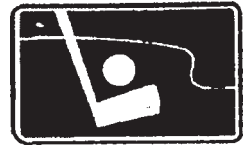
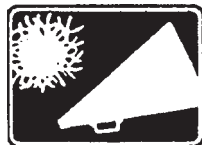
The score of any athletic event is generally forgotten over time, but the actions of players, coaches and spectators are remembered. The next time you attend an athletic contest think of how history will remember you. Choose the side of good sportsmanship the next time you attend a school sporting event. Remember, good sports show you how to play the game. A public service message from the West Virginia Secondary School Activities Commission.

An educational environment is critical to the success of interscholastic athletics and activity programs. An important part of that environment is planning for good sportsmanship. Without good sportsmanship, the lessons learned lose their value. Remember the next time you attend an interscholastic contest that you are really inside a classroom where good sports receive the highest grade. A public service message from the West Virginia Secondary School Activities Commission.

While the scoreboard reveals the winner of an interscholastic athletic contest, the real winners are those who display good sportsmanship. Those people who treat competition as a game and not a war, those who show genuine concern for an injured player, those who accept all decisions of the officials. Remember to be a sport when you attend an interscholastic sporting event. A public service message from the West Virginia Secondary School Activities Commission.

Ethics, integrity and respect are values important in our daily lives. All of these important values are learned by participation in interscholastic activity programs. During competition, they are translated into one word - SPORTSMANSHIP. Sportsmanship is one of the strongest educational lessons and life-time values taught by interscholastic activities. It makes sense to exhibit good sportsmanship. A public service message from the West Virginia Secondary School Activities Commission.

Remember that a ticket is a privilege to observe a contest and support interscholastic athletics, not a license to verbally assault others. There is no place in interscholastic athletics for name calling to distract an opponent or the use of profanity from the stands. Sportsmanship is the number one priority at athletic contests, so be a sport the next time you watch a game. A public service message from the West Virginia Secondary School Activities Commission.



WVSSAC

ATHLETES



Eligibility Rules and Regulations

This summary of WVSSAC athletic eligibility rules should be posted in places conspicuous to participating and potential athletes. Students must understand that these statements are abbreviations of the rules. **Students should contact the principal for further explanation of details, exceptions and rule references.**

Protect Athletic Eligibility

To Be Eligible to Represent A School in Any Interscholastic Contest, A Student:

1. Must be a regular bona fide student in good standing of the school.
2. Must have enrolled not later than the eleventh day of the current school year and the school from which he/she transferred may not have participated in a contest/scrimmage that year.
3. Must have earned at least 2 units of credits the previous semester. Summer School may be included. A semester course that constitutes 8100 minutes of instruction (block schedule) will count as two subjects. The student may select four full credits from any area of the curriculum offered by the school.
4. Must have attained an overall "C" (2.00) average the previous semester. Summer School may be included.
5. Must not have reached his/her 15th (MS), 16th (9th) or 19th (HS) birthday before August 1 of the current school year.
6. Must be residing with parent(s) as specified by the Rule & Regulation Handbook. (See your principal for details.)
 - unless parents have made a bona fide change of residence during school term.
 - unless an AFS or other approved Foreign-Exchange student (one year of eligibility only).
 - unless the residence requirement was met by the 365 calendar days attendance prior to participation.
7. Any student residing with a guardian/custodian may not compete for a school in any sport on the varsity level.
8. Must be an amateur as defined by the Rules & Regulation Handbook.
9. Must have submitted to your principal prior to becoming a member of any school athletic team the Participation/Parent Consent/Physician Form, completely filled in and properly signed, attesting that the student has been examined and found to be physically fit for athletic competition and that parents or guardian consent to your participation.
10. Must not have transferred from one school to another for athletic purposes.
11. Must not have transferred as a result of undue influence or persuasion by any individual or group of people.
12. Must not have received, in recognition of your ability as a HS or MS athlete, any award not presented or approved by your school or the WVSSAC.
13. Must not, while a member of a school team in any sport, become a member of any non-school team or as an individual participant in a non-school organized competition in the same sport during the school sport season (See Exception Rule).
14. A graduating senior or any student completing athletic eligibility at the end of the current school year may play in one all-star game upon conclusion of that sport season.
15. Must not have been enrolled in more than (8) semesters in grades 9 to 12. Must not have participated in more than three (3) seasons in the same sport in grades 6, 7 and 8 of a middle school or (2) season in any sport in grades 7 and 8 of a middle school. Must not have participated in more than four (4) seasons in any one sport in grades 9-12.
16. Must not have been retained without failing.
17. Ninth graders who have been permitted by their county and parents to try out for a varsity sport may not return to the 9th grade team in that sport if the high school team has had a contest (scrimmage or game). (See Exception Rule.)



WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

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

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



BULLETIN

TO: Member School Principals
FROM: Gary Ray, Executive Director
DATE: August - 2011
SUBJECT: Eligibility Certificates Deadlines

During the past few years we have developed the online filing of Eligibility Certificates for our member schools. We have worked with our member schools and have not strictly enforced the required deadline. Because of the liability issues this places on our schools the rule will be enforced as written.

WVSSAC Rule 127-3-11 (Exchange of Eligibility Certificates) states:

*127-3-11.1 – Eligibility certificates will be required at the beginning of the season of each sport approved by this Commission and prior to the first contest. Also,
127-3-11.7 – Failure to send the required eligibility information to the WVSSAC prior to the first contest shall render the offending school liable to a fine of \$25.00 payable to the WVSSAC.*

You must remember that a contest **cannot** be held until the eligibility certificate has been verified by the principal and submitted to the WVSSAC. **If a school plays a contest without the eligibility certificate being properly filed, that contest will be forfeited.**

This is serious liability issues placed on our member schools for failing to file their eligibility certificates as required by rule. You must also remember the catastrophic insurance provided to our member schools is contingent upon our schools properly filing their eligibility certificates.

Again, I cannot emphasize enough the importance of the filing of the eligibility certificates on time. Therefore, please make sure that the person responsible for completing the certificates does so on time as not to place a team in jeopardy of having to forfeit a contest and your school being fined.

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BULLETIN

TO: Member Middle School Principals
Superintendents

FROM: Gary Ray, Executive Director

DATE: August, 2011

SUBJECT: Cooperative Teams

In June, 1999, the State Board of Education approved the new rule change allowing feeder schools to form a cooperative team. WVSSAC Rule 127-2-3.2(c) is stated on the enclosed application.

The rule does not address the logistics of the team. Therefore, the Board of Directors has developed an Application for Cooperative Sponsorship. You will note that the form must be submitted by **each** participating school and **signed** by the **school principal and superintendent**.

Any requests will be required to use this procedure, and requests must be made on a yearly basis. ***The form may be duplicated as necessary.***

If there are questions about this new procedure, do not hesitate to contact this office.

je

Enclosure

h/coop fldr/coop frm bltn

9. Please list the number of students in your school who will be participating on the cooperative team.

Sport _____

8

7

6

Current School Year _____ _____ _____

10. Please attach a written agreement among the member schools that are involved in cooperative sponsorship of a sport(s) that includes the following:

- a) Introduction and purpose of agreement
- b) Timeline for implementation
- c) Administrative responsibility, liability and insurance
- d) Team name and uniforms
- e) Financial arrangements
- f) Staffing
- g) Operating procedures
- h) Facilities
- i) Transportation

11. Please attach other information that may assist the WVSSAC in reaching a decision on this application.

12. Official member school approval: Date of Application: _____

School Principal _____

County Superintendent _____

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

2875 Staunton Turnpike, Parkersburg, WV 26104



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Web Site: www.wvssac.org



BULLETIN

TO: Principals, Member Schools
FROM: H. Ray Londeree, Assistant Executive Director
DATE: August 2011
SUBJECT: Academic Achievement Awards

The West Virginia Secondary School Activities Commission and State Farm Insurance are proud to once again sponsor the Academic Achievement Awards program for the 2010-2011 school term.

Please note: The Board of Directors and the Deputy Board members recognize that cheer is a sport. There are no longer separate cheer categories. The individual and team awards now include the sport of cheer.

To recognize the outstanding contributions of our student athletes to the communities in which they reside, community service awards have been established. Please note the guidelines for team, band and individual community service awards.

You are to very carefully follow the provided directions to determine winners for each individual award as well as for the school awards. Please note that there are differences in the methods of determining winners.

The Academic Achievement Award program has grown in popularity over the years as many schools are submitting applications. If your school has not been a part of this program in the past, please consider it for this year.

All applications must be submitted to the WVSSAC office by **September 30, 2011**

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The West Virginia Secondary School Activities Commission Academic Achievement Awards

The West Virginia Secondary School Activities Commission and State Farm Insurance are proud to sponsor the Academic Achievement Awards Program that is designed to honor those schools and students who excel in all areas of school life. The awards will be given on a yearly basis to both member senior high schools and middle schools.

The following information will explain the details of the awards:

Individual Student Award

1. **Type of awards:** (Four awards for high school and four for middle)
 - a. **Athlete** - Two awards - boy and girl
 - b. **Band** - Two awards - boy and girl

2. **Method of determining individual winner** (nominees subject to principal's final approval)
 - a. **Athlete** - boy and girl
 1. Schools can only submit one applicant for each award, and an applicant can only be submitted for one award.
 2. **Must have completed a minimum of 4 semesters to qualify for consideration. Middle school must have completed at least the 6th & 7th grades and high school 9th and 10th grades.**
 3. Student must be a member of a team of at least one West Virginia Secondary School Activities Commission sponsored sport.
 4. Grade Point Average - all applicants will be considered using the following criteria with Grade Point Average as the first and most important item. **Schools having weighted grades must recalculate GPA on a 4.0 scale.** See the enclosed sheet for method to compute. **A copy of the students transcript (permanent record card) showing standardized test scores and grades must be included. (Not report card)**
 5. Criteria to be considered in the event of a tie:
 - a. Sport participation
 - b. Citizenship - Has this student been a disciplinary problem or suspended? What about overall attitude?
 - c. Participation in other school and community activities - Be specific.
 - b. **Band** - boy and girl - (Bandmaster should handle procedure)
 1. Schools can only submit one applicant for each award, and an applicant can only be submitted for one award.
 2. **Must have completed a minimum of 4 semesters to qualify for consideration. Middle school must have completed at least the 6th & 7th grades and high school 9th and 10th grades.**
 3. Students must be a member of a band in a member school.
 4. Grade Point Average - all applicants will be considered using the following criteria with Grade Point Average as the first and most important item. **Schools having weighted grades must recalculate GPA on a 4.0 scale.** See the enclosed sheet for method to compute. **A copy of the students transcript (permanent record card) showing standardized test scores and grades must be included. (Not report card)**
 5. Criteria to be considered in the event of a tie: (not prioritized)

- a. Citizenship - Has this student been a disciplinary problem or suspended? What about overall attitude?
- b. Participation in other school and community activities - Be specific.

School Award

- 1. Type of Awards:** Three awards for high schools and
Three awards for middle schools

- a. **Team Sport Award** - One award
- b. **Individual, Team Sport Award** - One award
- c. **Band Award** - One award

- 2. Basic Requirements for Each Award:**

- A. Team Sport Award** - Includes the following sports: football, cheer, girls' basketball, boys' basketball, softball, baseball, volleyball, and soccer.

1. Basic requirements:

- a. Must have twelve (12) athletes on the varsity team.
- b. Varsity and junior varsity can not be combined to meet the requirements.
- c. Boys' and girls' teams may not be combined to meet the required number.
- d. Managers, trainers, statisticians, etc., can not be considered a team member.

- B. Individual, Team Sport Award** - Includes the following sports: boys' cross country, girls' cross country, golf, wrestling, girls' swimming, boys' swimming, boys' tennis, girls' tennis, girls' track and boys' track.

1. Basic requirements:

- a. Must have six (6) athletes on the varsity team.
- b. Varsity and junior varsity can not be combined to meet the required number.
- c. Boys' and girls' teams may not be combined to meet the required number.
- d. Managers, trainers, statisticians, etc., can not be considered a team member.

- C. Band Award** - Includes the following: Majorettes flag team and banner carriers.

1. Basic requirements:

- a. **Must use 50% of total membership of Band in calculations.**
- b. Students in rule 127-5-2.3 may be considered in the **50%**.

- 3. Method of Determining Winners for all Three Awards** (Principals must verify final application)

1. Grade Point Average

- a. Select the top twelve (12) members of the team, top six (6) individual, team members of the team or **50% of total band membership**.
- b. Grade Point Average - Use the method described in the enclosed example for computing the yearly GPA. Also, any student that achieves a GPA of more than a 4.0 in a school with weighted grades will revert but to a 4.0. Combine the GPA's on the verification sheets and divide.
- c. Add all the GPA's together and divide by the total number. (Team award would be 12, individual, team award 6, and band award **50% of total membership**).

- Attendance - Yearly - Take the same team members, individual team members, or band members and add the total of days missed by each student for the year and divide by the number (12-team, 6-individual, team or **50% of total membership-band**). This will give the average number of days missed by each group.

Schools configurations are as follows:

Grades	Awards
9-12	High school award
7-12	High school award (9- 12) and middle school award (7-8)
6-12	High school award (9-12) and middle school award (6-8)
7-8	Middle school award
6-8	Middle school award

**The West Virginia Secondary School Activities Commission
Academic Achievement Awards
School Award Application**

The West Virginia Secondary School Activities Commission is proud to sponsor the Academic Achievement Awards Program that is designed to honor those schools and students who excel in all areas of school life.

This application is for the school awards and must be submitted to the West Virginia Secondary School Activities Commission office by **September 30, 2011**. **Participation in this awards program by schools is not mandatory.**

Information Needed

Name of School _____ Senior / Middle School
(please circle)

Address _____

Telephone _____ Principal's Name _____

Team Sport Award:

Team (ex. football, cheer, baseball) _____

GPA (carried out three places-ex. 3.111) _____

(Remember to recalculate all weighted grades to 4.0 scale before final calculation)

Average Attendance (ex. 4.123) _____

Individual, Team Sport Award:

Team (ex. boys cross country, girls tennis) _____

(Remember to recalculate all weighted grades to 4.0 scale before final calculation)

GPA (carried out three places - ex. 3.111) _____

Average Attendance (ex. 4.123) _____

Band Award:

GPA (carried out three places - ex. 3.111) _____

(Remember to recalculate all weighted grades to 4.0 scale before final calculation)

Average Attendance (ex. 4.123) _____

Date _____

Name of School _____

Principal's Signature _____

**The West Virginia Secondary School Activities Commission
Academic Achievement Awards
Community Service Application**

The West Virginia Secondary School Activities Commission is proud to sponsor the Academic Achievement Awards/Community Service Program that is designed to honor those schools and students who excel in all areas of school life. The criteria for this award includes academic achievement, a community service project and sport / band participation.

This application is for the individual, team and band awards for community service and must be submitted to the West Virginia Secondary School Activities Commission office by **September 30, 2011. Participation in this awards program by schools is not mandatory.**

Each school may make **three (3) nominations, one (1) in each category: An applicant can only be submitted for one award. Please submit a picture for each applicant.** Complete the following application for nominations. Figure the GPA for all categories using the forms provided. Please provide a detailed description of the community service project.

Individual Student Athlete	Team	Band (circle one)
Name _____	Grade _____	
Address _____	Parents's Name _____	
_____	Home Telephone _____	

GPA (carried out three places ex. 3.111) _____
(Remember to recalculate all weighted grades to 4.0 scale before final calculation)

ACT / SAT _____ **ACT Explorer** _____ **Westest** _____

List sports participation: _____

Detailed discription of community service project (back of this sheet or extra sheet may be used).

Citizenship-Is this student a disciplinary problem? _____

Has this student ever been suspended? _____

Overall Behavior _____

Student Transcript Included: _____ Yes _____ No _____ Date _____

Name of School _____

Principal's Signature _____

VERIFICATION SHEET FOR SCHOOL AWARDS

Team Sport Award

NAMES	GPA Calculate on 4.0 Scale	DAYS MISSED DURING 2010-2011
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
Total	_____ :- 12	_____ :- 12
Carried out three places (ex. 3.111) =	_____	= _____

Individual, Team Sport Award

NAMES	GPA Calculate on 4.0 Scale	DAYS MISSED DURING 2010-2011
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
Total	_____ :- 6	_____ :- 6
Carried out three places (ex. 3.111) =	_____ =	_____

VERIFICATION SHEET FOR SCHOOL AWARDS

Band Award

NAMES

**GPA
Calculate on
4.0 Scale**

**DAYS MISSED
DURING 2010-2011**

Total number of students in your band is (A) _____ \div 2 = (B) _____

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____

(OVER)

(BAND AWARD CONTINUED)

29.	_____	_____	_____
30.	_____	_____	_____
31.	_____	_____	_____
32.	_____	_____	_____
33.	_____	_____	_____
34.	_____	_____	_____
35.	_____	_____	_____
36.	_____	_____	_____
37.	_____	_____	_____
38.	_____	_____	_____
39.	_____	_____	_____
40.	_____	_____	_____
41.	_____	_____	_____
42.	_____	_____	_____
43.	_____	_____	_____
44.	_____	_____	_____
45.	_____	_____	_____
46.	_____	_____	_____
47.	_____	_____	_____
48.	_____	_____	_____
49.	_____	_____	_____
50.	_____	_____	_____
51.	_____	_____	_____
52.	_____	_____	_____
53.	_____	_____	_____
54.	_____	_____	_____
55.	_____	_____	_____
56.	_____	_____	_____
57.	_____	_____	_____
58.	_____	_____	_____
59.	_____	_____	_____
60.	_____	_____	_____

Total _____ :- (B) Total _____ :- (B)

Carried out three places (ex. 3.111) = _____ = _____

Duplicate this page if more space is needed.

Computing the Grade Point Average for the School Awards

Item One: Compute the GPA for each student (yearly).

Example

First Semester

English -	A - 4
Algebra I -	C - 2
Biology -	B - 3
Phy. Ed. -	C - 2
Am. History -	B - 3
Band -	<u>B - 3</u>
Total	17

Second Semester

English -	A - 4	17
Algebra I -	B - 3	<u>21</u>
Biology -	A - 4	12/38/
Phy. Ed. -	B - 3	3.17 - GPA for year
Psychology -	B - 3	Any student that achieves a GPA of more than 4.0 in a school with weighted grades will revert back to a 4.0.
Chorus -	<u>A - 4</u>	
Total	21	

Item Two: Combine the GPA's on the verification sheets and divide.

Method for determining Grade Point Average for the Individual Awards

Item One: Grade Point Average (Based on all courses taken for the year)

Example

First Semester

English -	A - 4
Algebra I -	C - 2
Biology -	B - 3
Phy. Ed. -	C - 2
Am. History -	B - 3
Band -	<u>B - 3</u>
Total	17

Second Semester

English -	A - 4	17
Algebra I -	B - 3	<u>21</u>
Biology -	A - 4	12/38/
Phy. Ed. -	B - 3	3.17 - GPA for year
Psychology -	B - 3	All GPA for individual student awards must be calculated on a 4.0 scale.
Chorus -	<u>A - 4</u>	
Total	21	