

# wvssac High School



# Principal's Packet

2016-17



# West Virginia Secondary School Activities Commission

2875 Staunton Turnpike, Parkersburg, WV 26104-7219

**BERNIE DOLAN, EXECUTIVE DIRECTOR**  
**KELLY GEDDIS, ASSISTANT EXECUTIVE DIRECTOR**  
**GREG REED, ASSISTANT EXECUTIVE DIRECTOR**  
**WAYNE RYAN, ASSISTANT EXECUTIVE DIRECTOR**



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FAX NUMBER: 304-428-5431

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

TO: Member High School Principals  
FROM: Bernie Dolan, Executive Director  
DATE: August, 2016  
SUBJECT: Sport Information

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

- Internet Submission Checklist
- WVSSAC Required Forms / Checklist
- Girls' State Basketball Tournament Order Form (Form 1)
- Boys' State Basketball Tournament Order Form (Form 2)
- State Wrestling Tournament Order Form (Form 3)
- Request to Host (Form 4)
- Athletic Director Check List
- 2016 Football Schedules - Out of State (Form 20a)
- NFHS "Lightning Safety"
- Concussions
- Return to Play Protocol / Appropriate Health Care Professional
- Concussion in Sports - What You Need to Know
- Concussion Report Form
- Physical Exam Form / A Fact Sheet for Parents - Concussions
- Heat Acclimatization and Heat Illness Prevention Position Statement
- Sudden Cardiac Arrest Awareness
- Emergency Action Plan
- WVSSAC Football Game Shortening Rule
- CSIET Advisory List
- Sportsmanship / Tobacco Announcements
- WVSSAC Rules
- Bulletin Regarding Eligibility Certificates Deadlines
- Scholarship Letter - Christine Carder
- Academic Achievement Award
- Rules & Regulations Handbook (in packet & online)
- Reimbursement Schedule (Form 5)
- Standardized Calendar (Online and in Handbook)
- WVSSAC Sanction Forms (online - Forms)
- WVSSAC Ticket Prices (Form 6) (online - Forms)
- Band Application for Participation (online)
- NFHS Sanction (online - Forms)

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 2016-2017 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 1<sup>st</sup> scheduled contest in all sports)  
\$25.00 Fine and Forfeit of Contests
- \_\_\_\_\_ Submit Activities Sponsored - Edit School Information (August 23, 2016)
- \_\_\_\_\_ School Directory - Edit School Information (August 17, 2016)
- \_\_\_\_\_ Team Rosters
  - \_\_\_\_\_ Fall Sports (August 23, 2016)
  - \_\_\_\_\_ Winter Sports (December 12, 2016)
  - \_\_\_\_\_ Spring Sports (March 8, 2017)
- \_\_\_\_\_ 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, 2016)
- \_\_\_\_\_ Schedules
  - \_\_\_\_\_ Swim (October 14, 2016)
  - \_\_\_\_\_ Wrestling (November 23, 2016)
  - \_\_\_\_\_ Baseball (March 8, 2017)
  - \_\_\_\_\_ Softball (March 8, 2017)
  - \_\_\_\_\_ Football (March 22, 2017)
  - \_\_\_\_\_ Basketball (May 15, 2017)
  - \_\_\_\_\_ Soccer (May 15, 2017)
  - \_\_\_\_\_ Volleyball (May 15, 2017)
  - \_\_\_\_\_ Golf, Cross Country, Cheer, Track, Tennis (Optional)
- \_\_\_\_\_ Participation Survey - Band only (May 3, 2017)

# WVSSAC Required Forms / Checklist High School

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. You should also refer to the Internet Submission Checklist. Failure to meet the postmark deadlines listed in this book may result in your school being penalized in the manner specified by the Board of Directors.

The following penalties are imposed if the dates in the Table of Contents are not met. **\*Only those forms with an asterisk will be subject to this penalty.**

- (1) Entry submitted after deadline - \$ 50.00 fine
- (2) Entry submitted less than 24 hours before start of tournament - not accepted - cannot participate.

## IMPORTANT DUE DATES

Completed	Due Date	Form No.	Form Title
<b>TICKET ORDER FORM</b>			
_____	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
<b>MISCELLANEOUS</b>			
_____	Sat. Week 17	4	Request Form to Host a Tournament
<b>SEPTEMBER</b>			
_____	*Mon. Week 12	9	Regional Golf Entry Form
<b>OCTOBER</b>			
_____	*Wed. Week 14	12	Comp. Cheer Entry Fm to WVSSAC. (\$50.00 fine)
_____	*Wed. Week 14	12a	Comp. Cheer Outline Fm to WVSSAC Office (\$50.00 fine)
<b>FEBRUARY</b>			
_____	*Mon. Week 32	16	Regional Swim Entry Forms (B/G) (\$50.00 fine)
_____	*Wed. Week 32	17	Regional Wrestling Entry Form (\$50.00 fine)
<b>MARCH</b>			
_____	Mon. Week 36	T3	Tennis Information Verification Form
_____	Wed. Week 38	20a	Out-of-State Football Schedule Form
<b>APRIL</b>			
_____	Wed. Week 38	CC5-A, CC5-B	High School Cheer Injury Report (\$50.00 fine)
_____	Thurs. Week 42	T5	Regional Tennis Seeding Meeting Form
_____	*Thurs. Week 43	21	Regional Tennis Entry Form - Boys (\$50.00 fine)
_____	*Thurs. Week 43	22	Regional Tennis Entry Form - Girls (\$50.00 fine)
<b>ADDITIONAL FORMS</b>			
_____	Prior to First Practice	White	Physical Examination/Consent Form
_____	30 Days Prior to Event	Pink	Band Sanction
_____	30 Days Prior to Event	Ivory	WVSSAC Sanction Form
_____	90 Days Prior to Event	White	NFHS Sanction - Interstate
_____	90 Days After Event	Goldenrod	NFHS Financial Report

TICKET ORDER FORM
FOR
GIRLS' STATE BASKETBALL TOURNAMENT - 2017

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 # and only until February 1. Seating will not be available in the Principals/Coaches section after February 1 and can only be purchased at the \$64.00 rate.

Table with 3 columns: Ticket Type, Rate, Total. Rows include: No. of Principals and Coaches Tickets (\$56.00), No. of Student Tickets (\$48.00), Reserved Seat Adult Tickets (\$64.00), Handling Charge (\$5.00), and 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
BOYS' STATE BASKETBALL TOURNAMENT - 2017
COACHES AND PRINCIPALS

(ORDERS MAY BE SUBMITTED AT ANYTIME)
(BUT PRIOR TO February 1)

The Board of Directors has restricted the sale of tournament tickets at reduced prices. Please check below for the allowed number of tickets that may be purchased at the \$56.00 rate.

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 its allotment for the Boys' 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 # and only until February 1. Seating will not be available in the Principals/Coaches section after February 1 and can only be purchased at the \$64.00 rate.

The allowed maximum number of tickets according to school classification is as follows:

- Class A - maximum of 8 tickets
Class AA - maximum of 8 tickets
Class AAA - maximum of 10 tickets
Middle Schools - maximum of 6 tickets
7-12 Schools - maximum of 10 tickets

Table with 3 columns: Ticket Type, Price, Total. Rows include: 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 MAIL TO: BOX OFFICE MANAGER
TICKETS BOYS' 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:

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

**TICKET ORDERS MAY BE SUBMITTED AT ANYTIME.  
ORDERS WILL BE MAILED FROM THE  
STATE TOURNAMENT DIRECTOR STARTING FEBRUARY 6.**

**Mail Tickets To:**

Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_

<p><b>For Office Use Only</b></p> <p>Order Received _____</p> <p>Order Filled _____</p>
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# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

## Request to Host Regional or State Tournament

For each sport, refer to the included recommendation. Please address each of the items on this form and include other specifications in writing.

- A. Activity \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_
- B. Regional \_\_\_\_\_ State \_\_\_\_\_
- C. School \_\_\_\_\_
- D. Classification(s) \_\_\_\_\_ (you wish to host)
- E. Facility \_\_\_\_\_
- F. Is playing area and surface safe and in good playing condition? Yes \_\_\_\_\_ No \_\_\_\_\_
- G. Seating Capacity \_\_\_\_\_ (indoor) (Fire Marshall Standards)  
\_\_\_\_\_ (outdoor) (18" per occupant)
- H. Are there adequate parking spaces? Yes \_\_\_\_\_ No \_\_\_\_\_
- I. Adequate, accessible and separate dressing and shower facilities for players and officials:  
Yes \_\_\_\_\_ No \_\_\_\_\_
- J. Is there an adequate and operational scoreboard? Yes \_\_\_\_\_ No \_\_\_\_\_
- K. Are lights available on outdoor facilities? Yes \_\_\_\_\_ No \_\_\_\_\_
- L. Are adequate public restrooms available? Yes \_\_\_\_\_ No \_\_\_\_\_
- M. Is there adequate space for radio and/or TV? Yes \_\_\_\_\_ No \_\_\_\_\_
- N. Is there telephone service for both teams? Yes \_\_\_\_\_ No \_\_\_\_\_
- O. Rental fee for facility: \$ \_\_\_\_\_  
Approximate fee for  
Maintenance, Ticket S&T  
Security \$ \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_
- P. Justification for locating tournament at this site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

SCHOOL \_\_\_\_\_

**MUST BE POSTMARKED BY NOVEMBER 1**  
Please submit a separate sheet for each activity.  
WVSSAC, 2875 Staunton Turnpike, Parkersburg, WV 26104-7219



## 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
- \_\_\_\_\_ Emergency Action Plan

\_\_\_\_\_ (year) **FOOTBALL SCHEDULES**  
**OUT-OF-STATE SCHOOLS**

**Please list your out-of-state opponent's complete schedule on this form.**  
**Make copies of this form if you play more than one out-of-state team.**

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

SCHOOL NUMBER: \_\_\_\_\_ (WVSSAC USE ONLY)

ENROLLMENT: \_\_\_\_\_ (Place the total enrollment of the upper three grades 9-10-11 of boys and girls as of October 1. Do this for your opponents as well.)

WEEK	DAY	MO	DATE	H/A	N/D	NUMBER WVSSAC USE ONLY	OPPONENT'S NAME	ENROLLMENT	SCORES	
									WVSSAC USE ONLY	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										



## NFHS GUIDELINES ON HANDLING PRACTICES AND CONTESTS DURING LIGHTNING or THUNDER DISTURBANCES

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

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

#### Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
  - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes 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 will reset the clock and another 30-minute count should begin.
4. Review annually with all administrators, coaches and game personnel.
5. Inform student athletes of the lightning policy at start of season.

For more detailed information, refer to the “Lightning Safety” section contained in the NFHS Sports Medicine Handbook.

#### Revised and Approved October 2014

##### DISCLAIMER – NFHS Position Statements and Guidelines

The NFHS regularly distributes position statements and guidelines to promote public awareness of certain health and safety-related issues. Such information is neither exhaustive nor necessarily applicable to all circumstances or individuals, and is no substitute for consultation with appropriate health-care professionals. Statutes, codes or environmental conditions may be relevant. NFHS position statements or guidelines should be considered in conjunction with other pertinent materials when taking action or planning care. The NFHS reserves the right to rescind or modify any such document at any time.

## Concussions

WVSSAC Policy and 2013 Legislation - Senate Bill 336

Based upon the recommendation of the Sports Medicine Advisory Committee, the Board of Directors approved the following at it's June, **2016** meeting.

- 1) **ALL COACHES** will be required to annually complete the NFHS Concussion Course.
- 2) The principal shall monitor and maintain appropriate records regarding completion of the course.
- 3) **ANY COACH** that does not complete the NFHS Concussion Course annually will not be permitted to coach until the course has been completed.
- 4) Make concussion information available to parents and athletes.
  - Physical Form
  - CDC Letter
  - Parents Guide to Concussion in Sports
- 5) Return to Play protocol (RTP)- Must have written permission to RTP from a health care professional with training in the evaluation of head injuries.
- 6) WVSSAC Concussion Report - Required submission to school administration. Report must be submitted to Dr. Dan Martin within 30 days of injury.

Information/directions regarding the NFHS Concussion Course may be found at [www.nfhslearn.com](http://www.nfhslearn.com).

Additional information regarding concussions may be found on the Sports Medicine tab at the WVSSAC website. ([www.wvssac.org](http://www.wvssac.org))



# WVSSAC

## Return to Play (RTP) Protocol

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

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

RTP shall be delayed until athlete is asymptomatic and has undergone a progression of tests to determine if they are able to RTP. **Each step / test in the progression takes 24 hours (1 per day).**

The progression shall follow: (Neuro-cognitive testing is strongly recommended.)

- No activity with complete physical and cognitive rest
- Light aerobic exercise (less than 70% of maximum heart rate)
- Sport specific exercise (drills specific to the athlete's sport)
- Non-contact training drills (more intense sport drills with no contact from other players)
- Full participation practice (following written medical clearance)
- Return to Play (normal game play)

If any symptoms occur during the progression, the athlete should drop back to the previous level and try to complete that level after 24 hour rest period.

## Appropriate Health Care Professional

**Note: Any of the following who have appropriate training in the evaluation and management of head injuries.**

- Medical Doctor (MD)
- Doctor of Osteopathy (DO)
- Doctor of Chiropractic (DC)
- Advanced Registered Nurse Practitioner (ARNP)
- Physician Assistant (PA-C)
- Registered Certified Athletic Trainers (ATC/R)

Approved Board of Directors 5/06/10. Revised 2016

rk:Sports Medicine/Return to Play



## Concussion Course Required

All **Coaches** are required to take the free course “Concussion in Sports” annually.

If the **Coach** took the course last year, he/she **MUST** take the course again before the anniversary date from the previous year.

You must go through the purchase/checkout process for the free course in order to get credit for the current year and to be able to print the certificate.

All **New Coaches** must take the course now. Follow the directions “**New to NFHS Learn? Register Now**” on [www.nfhslearn.com](http://www.nfhslearn.com)

## Concussion in Sports - What You Need to Know Ordering Information at [www.nfhslearn.com](http://www.nfhslearn.com)



### Steps to access the FREE course:

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

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

## WVSSAC CONCUSSION REPORT - 2016-2017

SCHOOL \_\_\_\_\_

Person completing this report \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_ (this date must be within 30 days of the injury)

Is this the initial concussion report?    yes \_\_\_\_\_ no \_\_\_\_\_

or an updated report?    yes \_\_\_\_\_ no \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Female \_\_\_\_\_ Male \_\_\_\_\_

Please indicate the sport of this athlete with an X in the appropriate box.

Baseball	Basketball	Cheerleader	Cross-Country	Football	Golf	Soccer
Softball	Swimming	Tennis	Track	Volleyball	Wrestling	

Date concussion occurred: \_\_\_\_\_

Activity when concussion occurred: Practice \_\_\_\_\_ Scrimmage \_\_\_\_\_ Game \_\_\_\_\_

Who initially evaluated this athlete? (By title/role – no name; athletic trainer, EMT, coach, etc)

\_\_\_\_\_

Initial steps included?

Transport by EMS \_\_\_\_\_

Referral to parents to seek follow up evaluation \_\_\_\_\_

Referral to team physician \_\_\_\_\_

Other \_\_\_\_\_

Date athlete was cleared to return to practice and play: \_\_\_\_\_

Who cleared the athlete to return:

Physician \_\_\_\_\_ Chiropractor \_\_\_\_\_ Nurse Practitioner \_\_\_\_\_

Physician Assistant \_\_\_\_\_ Athletic Trainer (ATC/R) \_\_\_\_\_

Was this in a written document? \_\_\_\_\_ (keep this document on file at the school)

(if athlete is not cleared to return in 30 days the initial report must be submitted and then a follow up report must be submitted listing the return to play date.)

Form is to be sent to Dr. Dan Martin, ATC/R.

FAX: 304-473-8888 or email to 'martin\_d1@wvwc.edu'

Any questions please contact the WVSSAC or Dr. Martin (473-8103 or email)



**ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICIAN'S CERTIFICATE FORM**  
(Form required each school year on or after June 1<sup>st</sup>. File in School Administration Office)

**ATHLETIC PARTICIPATION / PARENTAL CONSENT**

**PART I**

Name \_\_\_\_\_ School Year: \_\_\_\_\_ Grade Entering: \_\_\_\_\_  
(Last) (First) (M)  
Home Address: \_\_\_\_\_ Home Address of Parents: \_\_\_\_\_  
City: \_\_\_\_\_ City: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

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

**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).

**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**

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					

**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 an approved health care provider as recommended by the named student's school administration.

I 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.

**I have read/reviewed the concussion and Sudden Cardiac Arrest information as available through the school and at WVSSAC.org. (Click Sports Medicine)**

Date: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_



**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. Knee, ankle or neck injuries?
- Yes No 7. Broken bone or dislocation?
- Yes No 8. Heat exhaustion/sun stroke?
- Yes No 9. Fainting or passing out?
- Yes No 10. Have any allergies?
- Yes No 11. Concussion? If Yes \_\_\_\_\_  
Date(s)

- 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.**

Does the student:

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

**Any “YES” under Cardiovascular requires a referral to family doctor or other appropriate healthcare provider.**

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: \_\_\_\_\_.

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

**MD/DO/DC/Advanced Registered Nurse Practitioner/Physicians Assistant**

**Date**

# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

### A FACT SHEET FOR PARENTS

#### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

#### What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just “not feeling right” or “feeling down”</li> </ul>	<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> </ul>

#### How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
  - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

#### What should you do if you think your child has a concussion?

**SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

**KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**If you think your teen has a concussion:**  
Don’t assess it yourself. Take him/her out of play.  
Seek the advice of a health care professional.

**It’s better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).





**New requirements for 2016-17 NFHS free course “Sudden Cardiac Arrest”** is required for all coaches to complete one time. Also, all coaches are required to complete the NFHS free course **“Heat Illness Prevention”** one time. Schools are to maintain appropriate records.

**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION  
WVSSAC Sports Medicine Committee**

**Heat Acclimatization and Heat Illness Prevention Position Statement**

Although deaths from heat illness are rare, constant surveillance and education of our student athletes and coaches is necessary in order to maintain the safety and health of our students and coaches. Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during times of high heat and/or humidity may be at risk.

Following the recommended guidelines and procedures as established by the WVSSAC Sports Medicine Committee can reduce the risk and incidence of heat illnesses and the resulting deaths and injuries in high and middle school athletics. The Sports Medicine Committee and WVSSAC Board of Directors recognize the importance of our coaches and other individuals responsible for supervising our students. They have the ultimate responsibility for the health and welfare of those students under their care.

It is strongly recommended that each member school have a written Emergency Action Plan for practice and games to deal with emergencies related to injury or illness to a student athlete. The plan should include involvement of local rescue agencies, medical doctors, hospitals and local law enforcement agencies.

National Federation of State  
High School Associations



**EAS**  
SPORTS NUTRITION

# Heat Illness Prevention

Exertional heat stroke is the leading cause of preventable death in high school athletics. Exertional heat stroke also results in thousands of emergency room visits and hospitalizations throughout the nation each year. This free course, brought to you by EAS Sports Nutrition, a division of Abbott Labs, is designed to give you the critical information you need to minimize the risk of exertional heat stroke among your athletes. The course presents seven fundamentals, which when followed, will minimize heat related illnesses of the students who participate.

## Course Objectives

- Recognize that Exertional Heatstroke (EHS) is the leading preventable cause of death among athletes
- Know the importance of a formal pre-season heat acclimatization plan
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well-hydrated, and providing ample opportunities for, and encouraging, regular fluid replacement

## Units

- Fundamentals
  1. Start Slow, Then Progress
  2. Allow for Individual Conditioning
  3. Adjust Intensity and Rest
  4. Start Sessions Adequately Hydrated
  5. Recognize Signs Early
  6. Recognize More Serious Signs
  7. Have an Emergency Action Plan

## More

- Unlimited access to course & resources for one year from date of purchase
- FREE Course
- Use as an elective to fulfill  certification requirements
- Approved by NFHS for 1 course clock hour

More Information at [nfhslearn.com](http://nfhslearn.com)!



# HEAT INDEX (apparent temperature)

°F	RELATIVE PERCENT HUMIDITY								
	40%	45%	50%	55%	60%	65%	70%	75%	80%
102°	114°	119°	124°	130°	137°				
100°	109°	114°	118°	124°	129°	136°			
98°	105°	109°	113°	117°	123°	128°	134°		
96°	101°	104°	108°	112°	116°	121°	126°	132°	
94°	97°	100°	102°	106°	110°	114°	119°	124°	129°
92°	94°	96°	99°	101°	105°	108°	112°	116°	121°
90°	91°	93°	95°	97°	100°	103°	106°	109°	113°
88°	88°	89°	91°	93°	95°	98°	100°	103°	106°
86°	85°	87°	88°	89°	91°	93°	95°	97°	100°
84°	83°	84°	85°	86°	88°	89°	90°	92°	94°
82°	81°	82°	83°	84°	84°	85°	86°	88°	89°
80°	80°	80°	81°	81°	82°	82°	83°	84°	84°

CAUTION
  EXTREME CAUTION
  DANGER

Source: National Weather Service

STA

- 91 degrees Heat Index or under
- All Sports:
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.

- 104 degrees to 125 degrees Heat Index
- All Sports:
  - Same as above plus; Alter uniform by removing items if possible.
  - Allow for changes to dry t-shirts and shorts.
  - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - Postpone practice to later in the day.
  - Suspend practice, or remove equipment and decrease practice intensity for sports and activities where additional equipment is required for contact or safety.

- 92 degrees to 103 degrees Heat Index
- All Sports:
  - See above plus; Contact sports and activities with additional equipment (ie), helmets and other possible equipment removed if not involved in contact.
  - Increase water breaks; a minimum every 30 minutes.
  - Reduce time of outside activity. Consider postponing practice to later in the day.
  - \*Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.

- **Above 125 degrees Heat Index**
- All Sports:
  - ***Suspend all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.***
  - **Re-evaluate before resuming activities.**



# W V S S A C

## SUDDEN CARDIAC ARREST AWARENESS



All coaches are required to complete the NFHS Sudden Cardiac Arrest Awareness course one time.

### What is Sudden Cardiac Arrest?

- Occurs suddenly and often without warning.
- An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.
- The heart cannot pump blood to the brain, lungs and other organs of the body.
- The person loses consciousness (passes out) and has no pulse.
- Death occurs within minutes if not treated immediately.

### What are the symptoms/warning signs of Sudden Cardiac Arrest?

- SCA should be suspected in any athlete who has collapsed and is unresponsive
- Fainting, a seizure, or convulsions during physical activity
- Dizziness or lightheadedness during physical activity
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age <50

**ANY of these symptoms/warning signs may necessitate further evaluation from your physician before returning to practice or a game.**

### What causes Sudden Cardiac Arrest?

- Conditions present at birth (inherited and non-inherited heart abnormalities)
- A blow to the chest (Commotio Cordis)
- An infection/inflammation of the heart, usually caused by a virus. (Myocarditis)
- Recreational/Performance-Enhancing drug use.
- Other cardiac & medical conditions / Unknown causes. (Obesity/Idiopathic)

### What are ways to screen for Sudden Cardiac Arrest?

- The American Heart Association recommends a pre-participation history and physical which is mandatory annually in West Virginia.
- Always answer the heart history questions on the student Health History section of the WVSSAC Physical Form completely and honestly.
- Additional screening may be necessary at the recommendation of a physician.

### What is the treatment for Sudden Cardiac Arrest?

- Act immediately; time is critical to increase survival rate
- Activate emergency action plan
- Call 911
- Begin CPR
- Use Automated External Defibrillator (AED)

### Where can one find additional information?

- Contact your primary health care provider
- American Heart Association ([www.heart.org](http://www.heart.org))

Each school should have a copy of this Emergency Action Planning Guide. Also on our website under Sports Medicine “Anyone Can Save a Life”.

ANYONE CAN SAVE A LIFE

# Emergency Action Planning Guide

for after-school practices and events



Plan. Learn. Save.

Developed and supported by



Minnesota State  
High School League



Medtronic  
PHILANTHROPY

Distribution funded by  
the NFHS Foundation



# 2016 Football Bulletin

## WVSSAC Football Game Shortening Rule:

Re: NFHS Football Rule 3-1-2

**Beginning with the start of the 4<sup>th</sup> period if a 35 point differential has been reached the clock operator will keep the game clock running except for the following situations:**

- **Clock stopped for an injured player**
- **A charged Team timeout is awarded**
- **There is a change of possession**
- **There is a score**
- **For a try after touchdown**
- **Any extended delay**
- **When these instances occur the Referee will face the clock operator and give the Stop the Clock signal (signal 3).**
- **When the clock is stopped for any of the above reasons the clock will start on the Ready-for-Play by the Referee. The Referee will face the clock operator and give the start the clock signal (signal 2).**

**The game clock will run during the following:**

- **Incomplete legal or illegal forward pass**
- **Runner goes out of bounds**
- **For Penalty Administration including delay of game fouls**
- **When a first down is gained with no change of team possession**
- **When there is a change of possession and the team that had possession at the beginning of the down has possession at the end of the down.**

Game officials will use all normal mechanics within the Game Shortening Period. The remainder of the 4<sup>th</sup> period will be under this rule even if the differential is lessened.

**NFHS Rule 3-1-3** may still may be utilized. "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated."

Submitted by Mike Webb, WVSSAC Football Clinician; Feb. 15, 2016



## 2016-2017 J-1 Inbound Listed Programs THE COUNCIL ON STANDARDS FOR INTERNATIONAL EDUCATIONAL TRAVEL

<u>List of Organizations</u>	<u>Type of Listing</u>	<u>List of Organizations</u>	<u>Type of Listing</u>
Academic Foundation for Intl CulturalExchange (AFICE)	Full	North Star Rotary	Full
AFS-USA	Full	Ohio-Erie Rotary Youth Exchange Program	Full
American Academic and Cultural Exchange, Inc	Provisional	Rotary California-Nevada District 5190	Full
American Councils for International Education	Full	Rotary YES/SCANEX	Full
American Cultural Exchange Service (ACES)	Full	Rotary Youth Exchange Florida	Full
American Institute for Foreign Study Foundation	Full	South Central Rotary Youth Exchange	Full
Amicus International Student Exchange	Full	Western States Student Exchange, Inc(WESSEX)	Full
Aspect Foundation	Full	States 4-H International Exchange Program	Full
ASSE International Student Exchange Programs	Full	STS Foundation	Full
ASSIST	Full	Student American International	Full
Association for Teen-Age Diplomats	Full	Terra Lingua USA	Full
Ayusa International	Full	United Studies, Inc Student Exchange	Provisional
CCI Greenheart	Full	World Learning	Full
Children of All Nations	Provisional	World Link	Full
Council for Educational Travel, USA (CETUSA)	Full	Youth For Understanding (YFU) USA	Full
Council on International Educational Exchange(CIEE)	Full		
Cultural Academic Student Exchange (CASE)	Full		
Cultural Homestay International (CHI)	Full		
Educational Merit Foundation	Full		
Educational Resource Development Trust(ERDT/SHARE!)	Full		
Education Travel & Culture	Full		
EF High School Exchange Year	Full		
Face the World Foundation	Full		
Foreign Links Around the Globe (FLAG)	Full		
Forte International Exchange Association	Full		
Foundation for Academic Cultural Exchange (FACE)	Full		
Foundation for Worldwide Intl StudentExchange (WISE)	Full		
German American Partnership Program, Inc.	Full		
Global Insights	Full		
iE-international Experience USA	Full		
International Cultural Exchange Service (ICES)	Full		
International Fellowship	Full		
International Student Exchange	Full		
Nacel Open Door	Full		
NorthWest Student Exchange	Full		
NW Services	Full		
Organization for Cultural Exchange Among Nations	Full		
Pro American Edu. Cultural Exchange(PEACE)	Provisional		
Program of Academic Exchange (PAX) and Laurasian Inst.	Full		
Reflections International	Full		
<b>Rotary Youth Exchange Programs</b>			
Central States Rotary	Full		
Eastern States Student Exchange (ESSEX) Rotary	Full		
Empire State Youth Exchange	Full		

In the 2016-17 CSIET Advisory List, organizations are listed according to one of three categories: **Full Listing, Provisional Listing, or Conditional Listing**. These categories were designed by the CSIET Board of Directors to encourage organizations to administer their programs according to the highest possible standards and to permit the Evaluation Committee to accurately and fairly reflect its conclusions.

**Full Listing** is the status that organizations and programs described in the CSIET Advisory List are accorded when they have demonstrated full compliance with the CSIET Standards.

**Provisional Listing** reflects the determination that an organization, during its first or second evaluation, is judged to be in compliance with CSIET standards on the basis of its application materials. Provisional Listing will be granted to a newly accepted organization for two one-year periods.

**Conditional Listing** is a status that may be granted to an organization that had previously achieved either a Full or Provisional Listing. It is issued to organizations that are determined to be substantially in compliance with the standards but which need improvement in one or more areas. Conditional Listing is granted for one year, but may be renewed for subsequent one-year periods upon completion of review.

For more information on CSIET please contact:  
Phone: 703-739-9050, E-mail: mailbox@csiet.org or  
Web Site: www.csiet.org



## 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. 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](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

**TO:** Member School Principals  
**FROM:** Bernie Dolan, Executive Director  
**DATE:** August - 2016  
**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.



# **SUPER SIX**

## **FOOTBALL CHAMPIONSHIPS**

Wheeling Park High School

1976 Park View Road

Wheeling, WV 26003

School: (304) 243-0405 • Fax: (304) 243-0449

August 1, 2016

Dear Principals and Athletic Directors:

The Wheeling Super Six Committee has worked diligently throughout the years to increase awareness and recognition for the WVSSAC Academic Achievement Awards Program. The Health Plan and the Wheeling Island Hotel/Casino/Racetrack are generous sponsors who support this program and honor the scholar athletes who achieve on the field and in the classroom. This year the WVSSAC Academic Achievement Awards Program and its sponsors will be presenting five scholarships in the amount of \$1000.00 each to the individual high school award winners.

We encourage each and every principal and/or athletic director to take the time to submit the individual, team, band, and cheerleader nominations for this prestigious award. The process is not very complicated and is well worth the effort. If you need help or further information, please feel free to contact me at (304) 281-2607 or Wayne Ryan at the WVSSAC Office.

Please support this exemplary program by submitting your students and teams for consideration.

Sincerely,

Christine N. Carder

Awards Brunch Chairperson

CNC/scs  
pc: file



# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

2875 Staunton Turnpike, Parkersburg, WV 26104



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

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
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## BULLETIN

TO: Principals, Member Schools  
FROM: Wayne Ryan, Assistant Executive Director  
DATE: August 2016  
SUBJECT: Academic Achievement Awards

The West Virginia Secondary School Activities Commission and The Health Plan are proud to once again sponsor the Academic Achievement Awards program for the 2015-2016 school term.

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, 2016**.

rk



## The West Virginia Secondary School Activities Commission Academic Achievement Awards

The West Virginia Secondary School Activities Commission and The Health Plan 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:** (Six awards for high school and six for middle)
  - a. **Athlete** - Two awards - boy and girl
  - b. **Band** - Two awards - boy and girl
  - c. **Community Service** - 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.
- c. **Community Service** - 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.

### **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**).

2. 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:

<b>Grades</b>	<b>Awards</b>
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  
Student Award Application**

The West Virginia Secondary School Activities Commission and The Health Plan 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.

This application is for the individual awards and must be submitted to the West Virginia Secondary School Activities Commission office by **September 30, 2016. Participation in this awards program by schools is not mandatory.**

Each school may make **six (6) nominations, one (1) in each category:** Athlete-Boy; Athlete-Girl; Band-Boy, Band-Girl, Community Service-Boy, and Community Service-Girl.. **An applicant can only be submitted for one award. Please submit a picture for each applicant.** Complete the following application for nominations.

**Athlete   Band   Community Service (circle one)** **Boy   Girl (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: \_\_\_\_\_

(Not to be completed for Band nominations)

**List of other school activities - Be specific** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Community Service (Detailed discription of community service project [use back of sheet or extra sheet if necessary)** \_\_\_\_\_

\_\_\_\_\_

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 \_\_\_\_\_

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

The West Virginia Secondary School Activities Commission and The Health Plan 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.

This application is for the school awards and must be submitted to the West Virginia Secondary School Activities Commission office by **September 30, 2016**. **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 \_\_\_\_\_

**VERIFICATION SHEET FOR SCHOOL AWARDS**

**Team Sport Award**

<b>NAMES</b>	<b>GPA Calculate on 4.0 Scale</b>	<b>DAYS MISSED DURING 2015-2016</b>
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**

<b>NAMES</b>	<b>GPA Calculate on 4.0 Scale</b>	<b>DAYS MISSED DURING 2015-2016</b>
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 2015-2016**

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	<b>Any student that achieves a GPA of more than 4.0 in a school with weighted grades will revert back to a 4.0.</b>
Chorus -	<u>A - 4</u>	
Total	21	

12/38/ 3.17 - GPA for year  
**Any student that achieves a GPA of more than 4.0 in a school with weighted grades will revert back to a 4.0.**

**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	<b>All GPA for individual student awards must be calculated on a 4.0 scale.</b>
Chorus -	<u>A - 4</u>	
Total	21	

12/38/ 3.17 - GPA for year  
**All GPA for individual student awards must be calculated on a 4.0 scale.**