



**2021 - 2022**



**Track  
Officials  
Packet**

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For additional information related to sports medicine issues concerning athletic participation, please click the “School Resources” tab on the opening page of our website.

### My Officials' Packet! Where is it?

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

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

1. Go to [www.wvssac.org](http://www.wvssac.org)
2. Click on Admin Login.
3. Type in your Registration Number and password. Remember both are case sensitive.
4. Click on Login.
5. This will take you to the officials management page.

### How to Login to the WV Central Hub/Arbiter Site for Part 1 and Part 2 Tests:

1. Go to [www.arbitersports.com](http://www.arbitersports.com)
2. Enter your email address and password.
3. Click Sign in.
4. Your accounts on Arbiter should show up, if not, click on Switch Views in the upper right hand corner.
5. Click on the WV-Central Hub - Account Type - Central Hub
6. Click on the Testing Tab
7. Look under Open Test
8. Find the appropriate test
9. Click on Take Test

### How to Login to Register Online on the WV Central Hub/Arbiter Site:

1. Go to [www.arbitersports.com](http://www.arbitersports.com) (Using Google Chrome and a desktop computer)
2. Click Login (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Sign-in
5. Your accounts on Arbiter should show up/if not, click on Switch Views in the upper right hand corner.
6. Click on WV-Central Hub - Account Type - Central Hub
7. Click on registration.
8. You will see the following choices: 21-22 Active or 21-22 Inactive. Then click on the "Register" button.
9. Update your personal information. Then click "Next".
10. Complete the payment information.

**Note:** The new system keeps track of background checks on file. If your previous background check has expired, you will be charged the \$10 fee. Also, late fees (\$25 per sport) will be assessed if you register after the initial deadline. Keep the email from Pro-Pay as your receipt.

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

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

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

**DON'T PROCRASTINATE!**

**DON'T** use Auto Complete to remember passwords.

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

**REMEMBER:**

If you are having difficulty in logging into the WVSSAC site as an Official, call 304-485-5494 on the WV Central Hub site with Arbiter Sports please contact 1-800-311-4060.

**Part I Test Window**

Baseball – Softball – February 28, 2022 - March 14, 2022

Track – February 28, 2022 - March 14, 2022

**Part II Test Window**

Baseball - Softball – March 21, 2022 – April 4, 2022

Track – No Part II Test

**Deadline For Self Nomination Forms-Online**

Baseball – Open March 16, 2022 - Close April 15, 2022

Softball – Open March 16, 2022 - Close April 15, 2022

**Deadline For Game Reports-Online**

Baseball - Softball – July 1, 2022

Baseball – Softball:

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

Failure to take Part II – Suspension the following year.

Track:

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

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

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

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



## BULLETIN

**TO:** TRACK OFFICIALS

**FROM:** Wayne Ryan, Assistant Executive Director

**DATE:** January – 2022

**SUBJECT:** Part I Exam

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

From the Officials' Handbook found on our web site, Item M. Testing, page 17 states: **EXCEPTION: Track: Take National Federation Rules Examinations in the sports where specified. If the Part 1 Test is not taken within the established testing schedule, the official may pay a \$50.00 fee and take a late test. This procedure must be completed within 14 calendar days after the Part 1 Exam has closed. Failure to take Part 1 will result in suspension for the current year.**

Dates for the test are in this online packet. If you have any problems taking the exam or getting on our website contact your local board secretary or the WVSSAC office before the final date of the test.

amg

# **2021-2022 Spring Sports Clinics**

**Spring Clinics for 2021-22 will be online.  
Schools and officials will be emailed the link  
when the clinics are available.**

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## BULLETIN

TO: Track Officials  
FROM: Wayne Ryan, Assistant Executive Director  
SUBJECT: 2022 Season

Enclosed in your officials packet:

1. 2022 Track & Field Rule Book and 2022 Case Book and 2021-22 Officials Manual
2. Instructions on how to go to our website and enter in your e-mail and password.

## 2022 Information Form

### Starters and Referees

Please complete this application form if you wish to be added to a list of possible Starters or Referee for WVSSAC Regional track meets. Please list below all of the major meets you are scheduled to work this spring. If you need additional space, you may attach another sheet or use the back of the application.

Please complete the form, scan and email to: [rmessenger32@gmail.com](mailto:rmessenger32@gmail.com) or mail to:

Richard Messenger  
530 Valley Chapel Road  
Weston, WV 26452

Please return by April 1, 2022

NAME: \_\_\_\_\_ WVSSAC REG #: \_\_\_\_\_

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

BEST TELEPHONE NUMBER: \_\_\_\_\_ HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Which position are you requesting: Starter \_\_\_\_\_ Referee \_\_\_\_\_ Both \_\_\_\_\_

Years of Experience: Starter \_\_\_\_\_ Referee \_\_\_\_\_

Dates you are available: May 11 \_\_\_\_\_ May 12 \_\_\_\_\_ May 13 \_\_\_\_\_

If you have questions, you may email me at: [rmessenger32@gmail.com](mailto:rmessenger32@gmail.com)

Date	Meet	Location	Time



**2022 WVSSAC - WEST VIRGINIA STATE TRACK & FIELD MEET OFFICIAL  
APPLICATION FORM**

Please complete this application form to volunteer to officiate or volunteer to work as a supporting helper in the WVSSAC State High School Championship Track and Field Meet on Wednesday May 18, Thursday May 19, Friday May 20 and Saturday May 21, 2022, at Laidley Field in Charleston. The evening sessions on Wednesday, Thursday and Friday will begin at 5:00 PM each day. You will need to arrive by 4:00 PM. The day sessions on Thursday, Friday and Saturday will begin at 10:00 AM. You will need to arrive by 9:00 AM. Your participation in the State Meet is especially important for its continued success and will be greatly appreciated. *Please make sure that you include your email address as that is how assignments will be sent to you.*

NAME: \_\_\_\_\_ WVSSAC REG #: \_\_\_\_\_  
                     First                      Initial                      Last

HOME ADDRESS: \_\_\_\_\_  
                                     Street                                      City                                      State                                      Zip

HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_                      CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

Please indicate below your **three (3) officiating preferences**, numbered 1 to 3, with your first preference being a 1, which, in your opinion, you possess officiating competence and experience. (You probably will be selected to officiate in your preference, but we need to have other choices, just in case.) *If you only give me one choice and I have too many officials for that area I will assign you where officials are needed.* Officials who volunteer to work this meet will have their WVSSAC registration fee waived for the following year. We will provide lodging for out-of-town officials as necessary and appropriate, subject to availability. Certain officials and positions have been pre-selected by the State Track Games Committee.

_____ Clerk	_____ Shot Put	_____ Long Jump
_____ Umpire	_____ Discus	_____ Pole Vault
_____ Marshall	_____ High Jump	_____ FAT/Hy-tek

1. I am available to commit to all sessions all four days of the State Track & Field Meet on May 18<sup>th</sup>, May 19<sup>th</sup>, May 20<sup>th</sup>, and May 21<sup>st</sup>, 2022:                      \_\_\_\_\_ YES                      \_\_\_\_\_ NO

2. I am available to commit on the following days: Please circle the dates and sessions:

Wednesday - May 18      Evening                      Thursday – May 19      Day      Evening

Friday – May 20 Day      Evening                      Saturday – May 21      Day

3. Polo shirt size (Men sizes only): \_\_\_\_\_

4. \_\_\_\_\_ Check here if you need lodging – Rooms are very limited.

5. Please specify nights: \_\_\_\_\_

Please email to [rmessenger32@gmail.com](mailto:rmessenger32@gmail.com) or snail mail to: **Richard Messenger, 530 Valley Chapel Road, Weston, WV 26452** by April 1, 2022. If you have questions, please contact me by email or call 304-476-8410 (C).

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

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## BULLETIN

### YEARLY REQUIREMENTS FOR REGISTERED TRACK OFFICIALS

1. **MUST BE A CURRENTLY REGISTERED OFFICIAL. (NO OFFICIAL MAY OFFICIATE UNTIL REGISTRATION IS COMPLETE.)**
2. **MUST ATTEND THE WVSSAC SPONSORED RULES CLINIC FOR TRACK. FAILURE TO ATTEND THE STATE CLINIC WILL CAUSE YOU TO FORFEIT REGISTRATION FEES AND SUSPEND YOU THE CURRENT SEASON IN THAT SPORT.**
3. **MUST TAKE NFHS PART I TEST ONLINE. FAILURE TO TAKE THE PART I EXAM WILL RESULT IN SUSPENSION FOR THE FOLLOWING TRACK SEASON.**
5. **MUST TAKE THE NF PART II EXAM. FAILURE TO TAKE THE PART II EXAM WILL RESULT IN SUSPENSION FOR THE FOLLOWING SEASON IN THAT SPORT.**

## (Ejection Rule / Bench Clearing)

### §127-4-3. Code for Interscholastic Athletics.

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

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

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

3.7.c. Any coach, student, or bench personnel ejected by an official will be suspended for the remainder of the game, match, meet or contest. The coach, student, or bench personnel ejected by an official will also be suspended in additional contest(s); the suspension will be assessed based upon ten (10) percent of the allowed regular season contests or post season progression in a playoff tournament for each sport. Any tenth of a percentage from .1 to .4 will be a suspension equal to the whole number of the percent. Any tenth from .5 to .9 will be an additional contest added to the whole number. The suspension will include the number of indicated contests in that sport and at that level and all other sport contests in the interim at any level. A second ejection will result in the doubling of the suspension assessed for the first ejection. If an individual is ejected for a third time during the same sport season, the individual will be suspended from participating or coaching for 365 calendar days from the date of ejection. In accordance with Rule 127315.3, an individual ejected by an official may not appeal that ejection, or any subsequent suspension that is a consequence of the ejection by an official. (Revised 2012-13; 2015-16)

3.7.c.1. Any coach, player or bench personnel who has been ejected shall not be permitted to attend any contest(s) during said suspension. He/she shall not be affiliated with the team in any capacity. This would include but not be limited to transportation to or from the contest, meeting with the team before, during or after said contest. He/she is not permitted to be in sight or sound of said contest venue. Regular practice or team meetings not affiliated with a contest are permitted.(Revised 2007-08)

3.7.c.2. If suspensions are imposed to a student or bench personnel at the end of the sport season and no contest remains, the suspension is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next WVSSAC sponsored sport.

3.7.c.3. Any coach suspension that cannot be enforced during the sport season in which the ejection occurs will be enforced at the beginning of the next season of that same sport.

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

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

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

3.7.g. A student or team attendant shall not leave the bench area, team box area, or their designated off-field area during a game or contest other than during that time permitted by game or contest rules. A coach shall not leave the bench area, team box area, or the designated off-field area during a game or contest other than during that time permitted by game or contest rules unless a student altercation is taking place and the official requests assistance. Violation of this rule shall cause the coach, student, or team attendant to be immediately ejected from the contest; team penalized according to game or contest rules; and that coach, student, or team attendant will not be eligible to participate in the next contest as outlined in §127-4-2.3. (Revised 2019-20)

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

3.9. The following defines the different types of disciplinary action which may be assessed for violation of any WVSSAC rule by a member school, administrator, coach, athlete or contest official: (Revised 2007-08)

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

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

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

3.9.d. Fine. A fine may be levied by the Executive Director.

3.9.e. Each of these sanctions (Warning, Probation, Suspension and Fine) may be imposed or levied separately, or in a combination of one or more sanctions.

3.10. Appeals. All cases involving disciplinary action against member schools, coaches, students, team attendants, or officials may be protested in accordance with §127-6. However, disciplinary action imposed by an official, including disciplinary action that is a consequence of a decision by an official, such as a suspension for an additional game or games as a consequence of an ejection, is governed by Rule 127-3-15.3 and is not subject to appeal.

3.11. Review of Ejections. Disciplinary action imposed by a contest official, including disciplinary action that results in a suspension for an additional game or games as a consequence of an ejection, is not subject to appeal pursuant to Rule §127-6. However, if the individual ejected believes the ejection was improper, he/she may request a review of the ejection by his/her principal. If the principal believes there is merit in the requested review, the principal shall complete and submit the WVSSAC Ejection Review Form within 24 hours or the next business day of the ejection to the Executive Director of the WVSSAC. If a review is properly requested, the WVSSAC will review the officials' special report, the WVSSAC Ejection Review Form, and such other information as the WVSSAC deems appropriate. Upon review, the WVSSAC Executive Director or the designated Assistant Director will either sustain the ejection and any consequent suspension(s), or will determine the ejection was improper and void any consequent suspension(s). A decision by the WVSSAC upon reviewing an ejection is not subject to appeal pursuant to Rule §127-6.

**National Federation of State  
High School Associations**



**GUIDELINES ON HANDLING PRACTICES AND CONTESTS  
DURING LIGHTNING OR THUNDER DISTURBANCES**

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 safer areas and determine the amount of time needed to get everyone to a designated safer area:
    - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
  3. Develop criteria for suspension and resumption of play:
    - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
    - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or 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.
    - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.
- \* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
  5. Inform student-athletes and their parents of the lightning policy at start of the season.

Revised and Approved March 2018



# 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)
- Licensed or Registered Certified Athletic Trainers (ATC/R, LAT, ATC)
- Licensed Physical Therapist