WVSSAC
High School

Principal's Packet

2022-23

West Virginia Secondary School Activities Commission

2875 Staunton Turnpike, Parkersburg, WV 26104-7219

BERNIE DOLAN, EXECUTIVE DIRECTOR
GREG REED, ASSISTANT EXECUTIVE DIRECTOR
WAYNE RYAN, ASSISTANT EXECUTIVE DIRECTOR
DR. CINDY DANIEL, ASSISTANT EXECUTIVE DIRECTOR

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

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

TO: Member High School Principals
FROM: Bernie Dolan, Executive Director
DATE: August, 2022
SUBJECT: Sport Information

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

- Internet Submission Checklist
- WVSSAC Required Forms / Checklist
- Required Courses
- 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
- 2022 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 Illness Policy (New)
- Sudden Cardiac Arrest Awareness
- Emergency Action Plan
- WVSSAC Football Game Shortening Rule
- CSIET Advisory List
- Sportsmanship / Tobacco Announcements
- WVSSAC Rules for Eligibility
- Bulletin Regarding Eligibility Certificates Deadlines
- Scholarship Letter - Christine Carder
- Academic Achievement Award
- Rules & Regulations Handbook (in packet & online)
- 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)
- New Enrollee Checklist

The order form for the State Wrestling tournament tickets will be in the November edition of The Interscholastic. If there are any questions, please do not hesitate to contact our office.

Best wishes for a successful school term.

WVSSAC ONLINE

The WV Secondary School Activities Commission

INTERNET SUBMISSION CHECKLIST

_____Eligibility Forms (Prior to 1st scheduled contest in all sports)
$25.00 Fine and Forfeit of Contests

_____Emergency Action Plan

_____Fall Sports -
_____Winter Sports - } Before 1st Day of Practice for each Sport
_____Spring Sports -

_____Submit Activities Sponsored - Edit School Information (August 1, 2022)

_____School Directory – Edit School Information (August 1, 2022)

_____Team Rosters

_____Fall Sports
_____Winter Sports } Before 1st Contest
_____Spring Sports

_____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.

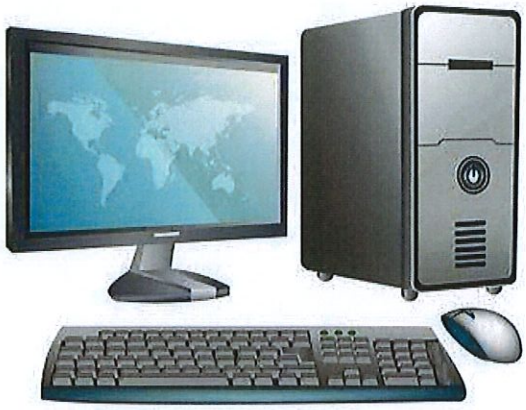
_____Weight Management Assessment (December 23, 2022)

_____Schedules

_____Swim (November 2, 2022)
_____Wrestling (November 23, 2022)
_____Baseball (March 8, 2023)
_____Softball (March 8, 2023)
_____Football (March 22, 2023)
_____Basketball (May 15, 2023)
_____Soccer (May 15, 2023)
_____Volleyball (May 15, 2023)
_____Golf, Cross Country, Cheer, Track, Tennis (Optional)

_____Participation Survey – Band only (April 30, 2023)

WVSSAC Required Courses



- Concussion in Sports (annually)
- Sudden Cardiac Arrest (annually)
- Heat Illness Preventing (one time for new coaches)
- All courses are free and can be accessed on the WVSSAC homepage (www.wvssac.org)
- All coaches must be trained in AED/ CPR. An AED must be on site for all practices and contests.

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 schould 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
		TICKET ORDER FORM	
_____	Tues. Week 31	1	Ticket Order Form - Girls' Basketball
_____	Tues. Week 31	2	Ticket Order Form - Boys' Basketball
_____	Wed. Week 33	3	Ticket Order Form - Wrestling
		MISCELLANEOUS	
_____	November 1	4	Request Form to Host a Tournament
		SEPTEMBER	
_____	*Mon. Week 12	9	Regional Golf Entry Form
		OCTOBER	
_____	*Wed. Week 14		Comp. Cheer Entry Fm to WVSSAC. ($50 fine)
_____	*Wed. Week 14		Comp. Cheer Outline Fm to WVSSAC Office ($50 fine)
		FEBRUARY	
_____	*Wed. Week 32	17	Regional Wrestling Entry Form ($50.00 fine)
		MARCH	
_____	Mon. Week 36	T3	Tennis Information Verification Form
_____	Wed. Week 38	20a	Out-of-State Football Schedule Form
		APRIL	
_____	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)
		ADDITIONAL FORMS	
_____	Prior to First Practice	Online	Physical Examination/Consent Form
_____	30 Days Prior to Event	Online	Band Sanction
_____	30 Days Prior to Event	Online	WVSSAC Sanction Form
_____	90 Days Prior to Event	Online	NFHS Sanction - Interstate
_____	90 Days After Event	Online	NFHS Financial Report
_____	Prior to First Contest	Online	Emergency Action Plan

TICKET ORDER FORM
FOR
GIRLS' STATE BASKETBALL TOURNAMENT - 2023

COACHES AND PRINCIPALS

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

NAME _____
SCHOOL _____
ADDRESS _____
CITY _____ **STATE** _____
ZIP CODE _____ **PHONE** _____
CLASS **A, AA, AAA, OR AAAA** (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.

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 $80.00 rate.

No. of Principals and Coaches Tickets _____ x $70.00 = _____

Reserved Seat Adult Tickets _____ x $80.00 = _____
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 - $10.00
Reserved Seating - $12.00

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

TICKET ORDER FORM
FOR
BOYS' STATE BASKETBALL TOURNAMENT - 2023

COACHES AND PRINCIPALS

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

NAME _____
SCHOOL _____
ADDRESS _____
CITY _____ **STATE** _____
ZIP CODE _____ **PHONE** _____
CLASS A, AA, AAA, OR AAAA (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.

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 $80.00 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/AAAA - maximum of 10 tickets
Middle Schools - maximum of 6 tickets
7-12 Schools - maximum of 10 tickets

No. of Principals and Coaches Tickets _____ x $70.00 = _____

Reserved Seat Adult Tickets _____ x $80.00 = _____

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 ---------- $10.00
Reserved Seating ---------- $12.00

PHONE: 1-304-345-7469 MAIL TO:

BOX OFFICE MANAGER
TICKETS BOYS' STATE BASKETBALL TOURNAMENT
CHARLESTON COLISEUM AND CONVENTION CENTER
200 CIVIC CENTER DRIVE
CHARLESTON, WV 25301

TICKET ORDER FORM
FOR
WRESTLING TOURNAMENT

Mail To: **Dan Gleason, Principal, State Tournament Director**
Huntington High School
One Highlander Way
Huntington, WV 25701

Please send the following tickets for the State Wrestling Tournament:

	TOTAL
Tickets for	
Coaches, Adults @ $45.00	_____
Student Tickets @ $35.00	_____
Handling Fee	**$2.00**
Total Enclosed	_____

TICKET ORDERS MAY BE SUBMITTED AT ANYTIME. THE DEADLINE IS 2/14/23. ORDERS WILL BE MAILED FROM THE STATE TOURNAMENT DIRECTOR STARTING FEBRUARY 8.

Mail Tickets To:

Name _____

School _____

Address _____

City/Zip Code _____

For Office Use Only

Order Received _____
Order Filled _____

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 <u>your out-of-state opponent's complete</u> 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. Email to Heather.Enoch@wvssac.org.

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										

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 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 independently validated 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.

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 its 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 online submission to school administration. Report must be submitted to Dr. Dan Martin within seven (7) days of injury. Report may be accessed at www.wvssac.org under the "Forms" tab.

Information/directions regarding the NFHS Concussion Course may be found at www.nfhslearn.com.

Additional information regarding concussions may be found on the Sports Medicine tab at the WVSSAC website. (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 until successful completion of the progressions and clearance to RTP. 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. In all cases, when an athlete has been evaluated for signs and symptoms, the concussion report must be submitted within 7 days.

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 rest for 24 hours before attempting the same progression again.

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 Trainer (ATC/R, LAT, ATC)
- Licensed Physical Therapist

Approved Board of Directors 5/06/10. Revised 2020

New 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

Concussion in Sports - What You Need to Know
Ordering Information at www.nfhslearn.com

Steps to access the FREE course:

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

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

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
2875 Staunton Turnpike - Parkersburg, WV 26104

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

ATHLETIC PARTICIPATION / PARENTAL CONSENT

PART I

Name_____School Year: _____ Grade Entering: _____

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), 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 three (3) seasons while in grades 6-7-8. (Rule 127-2-5).
_____ qualify under homeschool rule. (Rule 127-2-3.11, 127-2-7.2k, 126-26-3.1.1k)

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	GOLF	SWIMMING	VOLLEYBALL
BASKETBALL	COUNTRY	SOCCER	TENNIS	WRESTLING
CHEERLEADING	FOOTBALL	SOFTBALL	TRACK	BAND

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)

PLEASE EXPLAIN ANY "YES" ANSWERS OR ANY OTHER ADDITIONAL CONCERNS.

Does the student:

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

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:			Respiratory:			Abdomen:			
Appliances	Y	N	Symmetrical breath sounds	Y	N	Masses	Y	N	
Missing/loose teeth	Y	N	Wheezes	Y	N	Organomegaly	Y	N	
Caries needing treatment	Y	N	Cardiovascular:			Genitourinary (males only);			
Enlarged lymph nodes	Y	N	Murmur	Y	N	Inguinal hernia	Y	N	
Skin - infectious lesions	Y	N	Irregularities	Y	N	Bilaterally descended testicles	Y	N	
Peripheral pulses equal	Y	N	Murmur with Valsalva	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/ATC/R, LAT, ATCLicensed Physical Therapist Date

A FACT SHEET FOR

High School Parents

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help protect your teens from concussion or other serious brain injury.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Teens Safe?

Sports are a great way for teens to stay healthy and can help them do well in school. To help lower your teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. There is no "concussion-proof" helmet. Even with a helmet, it is important for teens to avoid hits to the head.

How Can I Spot a Possible Concussion?

Teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some teens think concussions aren't serious or worry that if they report a concussion they will lose their position on the team or look weak. Remind them that *it's better to miss one game than the whole season.*

CDC

GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.

cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH TEEN DIFFERENTLY.

While most teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your teens' healthcare provider if their concussion symptoms do not go away or if they get worse after they return to their regular activities.

Plan ahead. What do you want your teen to know about concussion?

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1, or take your teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

What Should I Do If My Teen Has a Possible Concussion?

As a parent, if you think your teen may have a concussion, you should:

1. Remove your teen from play.
2. Keep your teen out of play the day of the injury. Your teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your teen's healthcare provider for written instructions on helping your teen return to school. You can give the instructions to your teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a teen for a possible concussion. You may not know how serious the concussion is at first, and some symptoms may not show up for hours or days. A teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Teens who continue to play while having concussion symptoms or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a teen for a lifetime. It can even be fatal.

Revised January 2019

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

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.

Heat Acclimatization and Heat Illness Prevention Position Statement

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

Exertional Heatstroke (EHS) is the leading cause of preventable death in high school athletics. Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during the summer months or other hot-weather days are at greatest risk.

This NFHS Sports Medicine Advisory Committee (SMAC) position statement is the companion piece to the NFHSLearn.com online course "Heat Illness Prevention." This position statement provides an outline of "Fundamentals" and should be used as a guiding document by member state associations. Further and more detailed information can be found within the NFHSLearn.com online course, the NFHS Sports Medicine Handbook, the NFHS SMAC "Position Statement and Recommendations for Maintaining Hydration to Optimize Performance and Minimize the Risk for Exertional Heat Illness" and the resources listed below.

Following the recommended guidelines in this position statement and "Heat Illness Prevention" can reduce the risk and incidence of EHS and the resulting deaths and injuries in high school athletics. The NFHS recognizes that various states and regions of the country have unique climates and variable resources, and that there is no "one-size-fits-all" optimal acclimatization plan. However, the NFHS and the NFHS SMAC strongly encourage member state associations to incorporate all of the "Fundamentals" into any heat acclimatization plan to improve athlete safety. In addition, the online course "Heat Illness Prevention" should be required viewing for all coaches.

Heat Acclimatization and Safety Priorities:

- Recognize that EHS is the leading preventable cause of death among high school 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 wellhydrated, and encouraging and providing ample opportunities for regular fluid replacement.
- Know the importance of appropriately modifying activities in relation to the environmental heat stress and contributing individual risk factors (e.g., illness, obesity) to keep your athletes safe and performing well.
- Know the importance for all members of the coaching staff to closely monitor all athletes during practice and training in the heat and recognize the signs and symptoms of developing heat illnesses.
- Know the importance of, and resources for, establishing an emergency action plan and promptly implementing it in case of suspected EHS or other medical emergency.
- Energy drinks are NOT appropriate hydration fluids. Refer to NFHS SMAC "Position Statement and Recommendations for the Use of Energy Drinks by Young Athletes".

Fundamentals of a Heat Acclimatization Program:

1. Physical exertion and training activities should begin slowly and continue progressively. An athlete cannot

be "conditioned" in a period of only two to three weeks.

A. Begin with shorter, less intense practices and training activities, with longer recovery intervals between bouts of activity.

B. Minimize protective gear (such as helmets and pads) during first several practices, and introduce additional uniform and protective gear progressively over successive days.

C. Emphasize instruction over conditioning during the first several practices.

Rationale: The majority of heat-related deaths happen during the first few days of practice, usually prompted by doing too much, too soon, and in some cases with too much protective gear on too early in the season (wearing helmet, shoulder pads, pants and other protective gear). Players must be allowed the time to adapt safely to the environment, intensity, duration, and uniform/equipment.

2. Keep each athlete's individual level of conditioning and medical status in mind and adjust activity accordingly. These factors directly affect exertional heat illness risk.

Rationale: Athletes begin each season's practices and training activities at varying levels of physical fitness and varying levels of risk for exertional heat illness. For example, there is an increased risk if the athlete is obese, unfit, has been recently ill, has a previous history of exertional heat illness, or has Sickle Cell Trait.

3. Adjust intensity (lower) and rest breaks (increase frequency/duration), and consider reducing uniform and protective equipment, while being sure to monitor all players more closely as conditions are increasingly warm/humid, especially if there is a change in weather from the previous few days.

Rationale: Coaches must be prepared to immediately adjust for changing weather conditions, while recognizing that tolerance to physical activity decreases and exertional heat illness risk increases, as the heat and/or humidity rise. Accordingly, it is imperative to adjust practices and/or competitions to maintain safety and performance. Coaches can monitor the athletes' weights pre and post practice to ensure adequate fluid replacement, and can follow guidelines for hot and humid weather including using Wet Bulb Globe Temperature (WBGT) readings.

4. Athletes must begin practices and training activities adequately hydrated.

Rationale: While proper hydration alone will not necessarily prevent exertional heat illness, it will decrease risk. Athletes can observe the color of their urine, which should be straw yellow or the color of lemonade, when adequately hydrated. A Urine Color Chart can be accessed at: http://www.urinecolors.com/themes/uctheme/assets/dehydration-chart.pdf

5. Recognize early signs of distress and developing exertional heat illness, and promptly adjust activity and treat appropriately. First aid should not be delayed!

Rationale: An athlete will often show early signs and/or symptoms of developing exertional heat illness. If these signs and symptoms are promptly recognized and the athlete is appropriately treated, serious injury can be averted and the athlete can often be treated, rested and returned to activity when the signs and symptoms have resolved.

6. Recognize more serious signs of exertional heat illness (clumsiness, stumbling, collapse, obvious behavioral changes and/or other central nervous system problems), immediately stop activity and promptly seek medical attention by activating the Emergency Medical System (or Call 9-1-1). On-site rapid cooling should begin

immediately.

Rationale: Immediate medical treatment and prompt rapid cooling can prevent death or minimize further injury in the athlete with EHS. Ideally, pools or tubs of ice water to be used for rapid cooling of athletes should be available on-site and personnel should be trained and practiced in using these facilities for rapid cooling. Ice water baths are the preferred method for rapid cooling, however, if ice water pools or tubs are not available, then applying ice packs to the neck, axillae, and groin and rotating ice-water soaked towels to all other areas of the body can be effective in cooling an affected athlete. Remember, cool first, transport later.

7. An Emergency Action Plan (EAP) with clearly defined written and practiced protocols should be developed and in place ahead of time.

Rationale: An EAP should be in place in case of any emergency, as a prompt and appropriate response in any emergency situation can save a life. The EAP should be designed and practiced to address all teams (freshman, junior varsity, and varsity) and all practice and game sites. For heat illness emergencies, emphasis must be placed on full body cooling prior to transport.

References:

American Academy of Pediatrics. Policy Statement—Climatic Heat Stress and Exercising Children and Adolescents. Pediatrics. 2011:128(3):e741-7.

Casa, D. J, et al. (2015). National Athletic Trainers' Association Position Statement: Exertional Heat Illnesses. Journal of Athletic Training, 50(9), 986–1000

Casa, D. J., Csillan, D. (2009). Preseason Heat-Acclimatization Guidelines for Secondary School Athletics. Journal of Athletic Training, 44(3), 332–333

WVSSAC Heat Acclimatization and Heat Illness Policy and Procedures

This policy describes required practices for the WVSSAC schools to follow for the prevention, monitoring, acclimatization, and treatment of exertional heat illnesses for student athletes, faculty, and staff of WVSSAC member schools. Exertional heat illnesses may include full body cramps, syncope/fainting, exhaustion, and stroke. The policy applies to all practice and conditioning activities (in season, out of season, summer) in which heat illness poses a risk, both outdoor and indoor.

Prevention:

Coaches will be notified of any student athlete with pre-existing conditions that place the individual at higher risk of exertional heat illness

Monitoring:

Monitoring will occur at the beginning of each practice or conditioning session, and continue every 30 minutes during the activity, using a Wet Bulb Globe Thermometer (WBGT) device. The monitoring will be recorded either in a hard copy or stored in the device. Modifications will be made as follows:

WBGT Reading	Activity Guidelines/Modifications
Under 82.0	Normal activities. Provide at least three separate rest breaks each hour with a minimum duration of three minutes each during the workout.
82.0-86.9	Use discretion for intense of prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.
87.0-89.9	Maximum practice time is 2 hours. **For football**: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. **For all sports:** Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
90.0-92.0	Maximum practice time is 1 hour. **For football**: no protective equipment may be worn during practice, and there may be no conditioning activities. **For all sports**: There must be 20 minutes of rest breaks distributed throughout the hour of practice.
Over 92.0	No outdoor workouts. Delay practice until a cooler WBGT level is reached.

Acclimatization:

For Football:

Days 1- 2 – Organized Practice, Helmets Only, No Contact

Days 3-4 – Helmet and Shoulder Pads, Soft Equipment Contact Only (bag, shield, sled, tackling wheel, etc.)

Day 5 – Full Pads – Soft Equipment Contact Only (bag, shield, sled, tackling wheel, etc.)

Day 6 – Full Pads, Full Contact

Hydration:

Water breaks are to be provided as outlined in the activity modification chart.

Treatment:

Monitoring of student athlete safety will be continuous during any physical activity. School staff should be educated on the signs and symptoms of exertional heat illness. The signs and symptoms include, but are not limited to:

Headache, confusion or "out of it" look, disorientation, or dizziness, altered consciousness or coma, nausea or vomiting, diarrhea, hot and moist or dry skin. A rectal temperature greater than 104 F at time of incident indicates exertional heat stroke.

If a student athlete is suspected of having exertional heat stroke, EMS must be called immediately. However, anyone with exertional heat stroke must be COOLED FIRST and then transported by EMS.

A cooling zone must be designated at each practice site. Treatment must include minimum:

-Removing excess clothing

-Placing patient in a cold-water immersion tub (35-59 F), or ice floating on top of tub if no thermometer available to check water temperature

-Placing an ice-cold towel over the head/neck and rewetting/replacing every 2 minutes while in the tub

Once diagnosed with exertional heat illness, the student athlete must complete a rest period and/ or obtain medical clearance from a physician before returning to play, depending on the type of illness diagnosed.

This policy shall be reviewed annually with all appropriate school personnel.

Note – This policy was developed using information provided by the Korey Stringer Institute. Approved by WVSSAC Board of Directors on May 17, 2022.

WVSSAC

SUDDEN CARDIAC ARREST AWARENESS

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

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)

EMERGENCY ACTION PLAN

127-2-15 EMERGENCY ACTION PLAN (EAP). Revised 2020-21

15.1. Effective December 31, 2017, each member school shall adopt and submit to the WVSSAC and to the county board of education an EAP for athletics, designed to respond to athletic injuries that occur on school property during school-sponsored athletic practices and events.

15.2. Each EAP shall include:

15.2.a. Implementation of the EAP for every sport at every level. The EAP shall discuss how it is to be implemented with the participation of the school's principal and athletic director (if any), coaches, and athletes.

15.2.b. Training. The EAP shall include any necessary training for any person designated as responsible for any portion of the implementation of the EAP. Training may be in person or online, as may be available to the school.

15.2.c. Protocol for summoning emergency medical assistance. The EAP shall discuss how the school's sports teams will assign responsibility for summoning emergency medical assistance in the case of an emergency during a practice or event.

15.2.d. Protocol for beginning Cardiopulmonary Resuscitation (CPR). The EAP shall discuss how the school's sports teams will assign responsibility for beginning CPR in the event it is necessary. Each sports team must have individuals trained in CPR. The school shall provide proper training to any individual assigned responsibility for performing CPR.

15.2.e. Requirement for Automated External Defibrillator (AED); Protocol for the use of AED. Each member school will have an AED on the school or event grounds during the duration of all athletic events and practices. The EAP must address how the school's sports teams will assign responsibility for retrieving and using an AED in the event it is necessary. Each sports team must be instructed on the location of the nearest AED to any practice or event facility. The school shall provide proper training to any individual assigned responsibility for using an AED. (2021-22)

15.2.f. Protocol for the treatment of heat stroke. The EAP must address how the school's sports teams will prepare for and treat heat stroke. Each sports team that practices outdoors is recommended to have available an emersion tub, and must have water, ice, and towels, to be used for the treatment of heat stroke. The EAP must address how the school's sports teams will assign responsibility for obtaining these items and preparing them before a practice or game begins.

15.2.g. Written records. The EAP shall require that each of the school's sports teams assign responsibility for the items discussed above at the beginning of each season, and record those assignments on a written record, which record shall be retained by the sports team and the school.

15.2.h. Symptoms and risk factors for sudden cardiac arrest. The EAP shall require that schools train athletes, coaches, and volunteers about the symptoms and risk factors for sudden cardiac arrest.

15.2.i. Coordination with local Emergency Medical Systems. The EAP shall require that schools coordinate with their local Emergency Medical Services (EMS) personnel, notifying EMS personnel of the availability of AEDs at the school, and notifying EMS personnel of the EAP adopted by the school.

15.2.j. Follow up retraining. The EAP shall require that school sports teams that respond to an emergency incident meet to discuss their response after the incident has passed. Discussion shall center on the team's response to the incident, areas for improvement, and retraining that may be necessary, and any counseling that may be required for the individuals involved.

15.3. Schools may, but are not required to adopt the Anyone Can Save a Life Program (available at www.anyonecansavealife.org), which meets all of the requirements of this rule, to be implemented as that schools EAP in compliance with this rule.

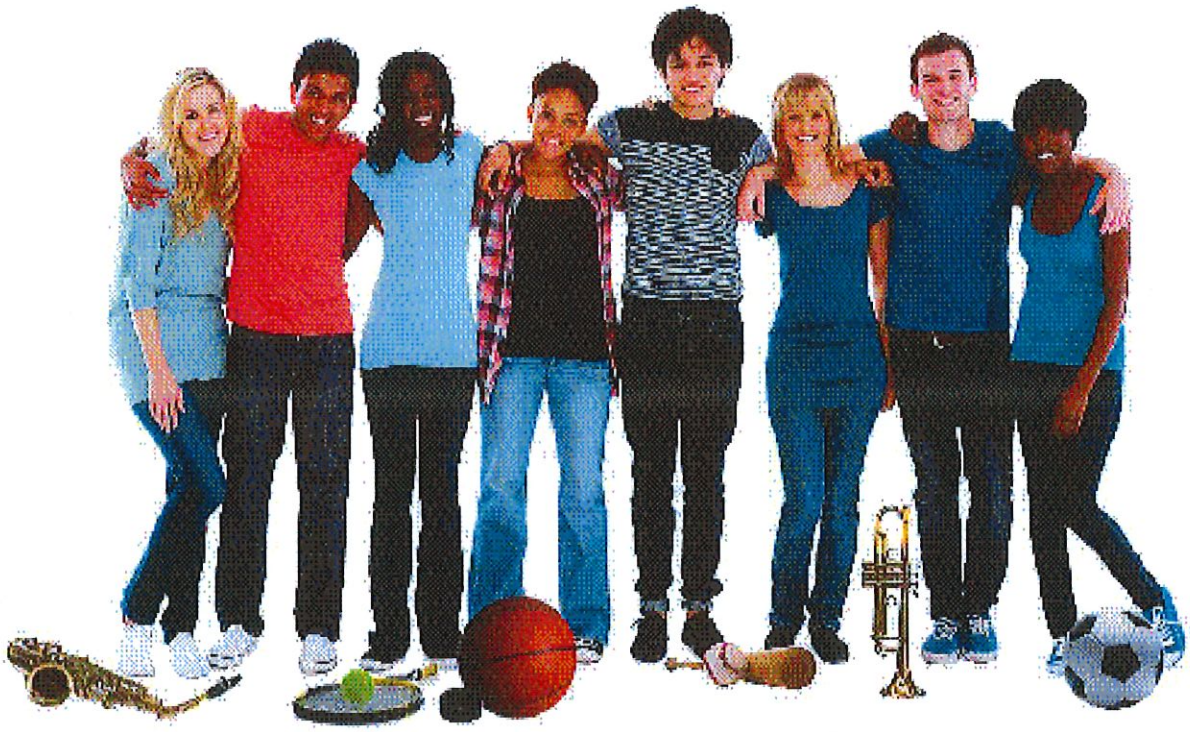
15.4. Each EAP adopted pursuant to this rule shall be provided to the county board of education, and shall be retained by the county board of education until the EAP is superseded by a revised EAP.

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 Foundation

Distribution funded by the NFHS Foundation

2022 Football Bulletin

WVSSAC Football Game Shortening Rule:

Re: NFHS Football Rule 3-1-2

Beginning with the start of the 4th 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 4th 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."

New: If the point differential is 35 points or greater at halftime, referee initiate conversation with the coaches and inform them of their option of shortening the 3rd period since regular timing rules still apply.

Larry McCloy, Football Clinician

2021-2022 J-1 Inbound Listed Programs
THE COUNCIL ON STANDARDS FOR INTERNATIONAL EDUCATIONAL TRAVEL

List of Organizations	Type of Listing
Academic Foundation for Intl CulturalExchange (AFICE)	Full
AFS-USA	Full
AIFS Foundation - Academic Year in America	Full
American Academic and Cultural Exchange, Inc	Full
American Councils for International Education	Full
American Cultural Exchange Service (ACES)	Full
Amicus International Student Exchange	Full
Aspect Foundation	Full
ASSE International Student Exchange Programs	Full
ASSIST	Full
Association for Teen-Age Diplomats	Full
Ayusa International	Full
Borderless Friends Forever Foundation	Full
Children of All Nations	Full
Council for Educational Travel, USA (CETUSA)	Full
Council on International Educational Exchange(CIEE)	Full
Certification Status	Full
Cultural Academic Student Exchange (CASE)	Full
Cultural Homestay International (CHI)	Full
Education Travel & Culture	Full
Educational Merit Foundation	Full
Educational Resource Development Trust(ERDT/SHARE!)	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
Greenheart Exchange	Full
Inter-Ed, LTD	Full
iE-international Experience USA	Full
International Cultural Exchange Service (ICES)	Full
International Education Student Exchange Program	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
Pan Atlantic Foundation	Full
PAX Program of Academic Exchange	Full
Pro American Edu. Cultural Exchange(PEACE)	Provisional
Program of Academic Exchange (PAX) and Laurasian Inst.	Full
Reflections International	Full
Rotary Youth Exchange Programs	
Central States Rotary	Full
Eastern States Student Exchange (ESSEX) Rotary	Full
Empire State Youth Exchange	Full
North Star Rotary	Full
Ohio-Erie Rotary Youth Exchange Program	Full
Rotary California-Nevada District 5190	Full
Rotary YES/SCANEX	Full
Rotary Youth Exchange Florida	Full
South Central Rotary Youth Exchange	Full
Western States Student Exchange, Inc(WESSEX)	Full
States 4-H International Exchange Program	Full
STS Foundation	Full
Student American International	Full
Summa Global Education	Provisional
Terra Lingua USA	Full
UCEUS	Provisional
United Studies, Inc Student Exchange	Full
World Link	Full
Youth For Understanding (YFU) USA	Full

In the 2019-20 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 4373, 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

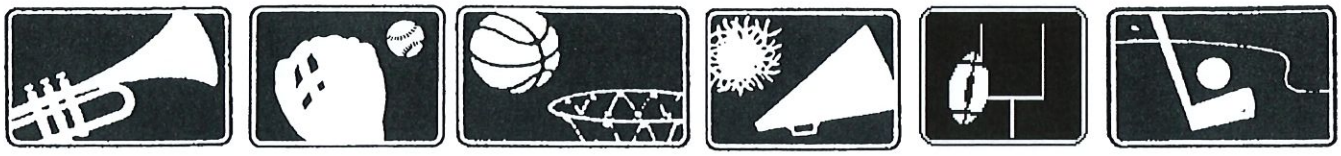
The score of any athletic event is generally forgotten over time, but the actions of players, coaches and spectators are remembered. The next time you attend an athletic contest think of how history will remember you. Choose the side of good sportsmanship the next time you attend a school sporting event. 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) or 19th (HS) birthday before July 1 of the current school year. (Revised 2022, Effective September 12, 2022)
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).
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 two all-star games upon conclusion of that sport season. (Revised 2022)
15. Must not have been enrolled in more than (8) semesters in grades 9 to 12. Must not have participated in more than four (4) seasons in any one sport in grades 9-12 or six (6) semesters in grades 6-8. (Effective 2023-24)
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
WEB SITE: www.wvssac.org

BULLETIN

TO: Member School Principals

FROM: Bernie Dolan, Executive Director

DATE: August - 2022

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, 2022

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

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FAX NUMBER: 304-428-5431

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

BULLETIN

TO: Principals, Member Schools

FROM: Wayne Ryan, Assistant Executive Director

DATE: August 2022

SUBJECT: Academic Achievement Awards

The West Virginia Secondary School Activities Commission is proud to once again sponsor the Academic Achievement Awards program for the 2022-23 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 **October 7, 2022.**

sc

The West Virginia Secondary School Activities Commission
Academic Achievement Awards

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

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:

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

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

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

This application is for the individual awards and must be submitted to the West Virginia Secondary School Activities Commission office by **October 7, 2022**. **Participation in this awards program by schools is not mandatory.**

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

Athlete Band Community Service (circle one) **Boy Girl (circle one)**

Name _____ **Grade Completed** _____

Address _____ **Parents's Name** _____

_____ **Home Telephone** _____

_____

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

ACT / SAT _____ **Other Standardized Test** _____

WVGSA (ELA) _____/_____ **(Math)** _____/_____

List sports participation:_____
(Not to be completed for Band nominations)

Attach List of other school activities - Be specific

Attach Community Service (Detailed discription of community service project)

If displinary action, explain: _____

_____

_____

_____

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 is proud to sponsor the Academic Achievement Awards Program that is designed to honor those schools and students who excel in all areas of school life.

This application is for the school awards and must be submitted to the West Virginia Secondary School Activities Commission office by **October 7, 2022**. **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

NAMES	GPA Calculate on 4.0 Scale	DAYS MISSED DURING 2021-2022
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
Total	_____ -:- 12	_____ -:- 12
Carried out three places (ex. 3.111) =	_____ =	_____

Individual, Team Sport Award

NAMES	GPA Calculate on 4.0 Scale	DAYS MISSED DURING 2021-2022
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 2021-2022

Total number of students in your band is (A) _____-:- 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.			
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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		**Second Semester**	
English -	A - 4	English -	A - 4
Algebra I -	C - 2	Algebra I -	B - 3
Biology -	B - 3	Biology -	A - 4
Phy. Ed. -	C - 2	Phy. Ed. -	B - 3
Am. History -	B - 3	Psychology -	B - 3
Band -	B - 3	Chorus -	A - 4
Total	17	Total	21

17
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		**Second Semester**	
English -	A - 4	English -	A - 4
Algebra I -	C - 2	Algebra I -	B - 3
Biology -	B - 3	Biology -	A - 4
Phy. Ed. -	C - 2	Phy. Ed. -	B - 3
Am. History -	B - 3	Psychology -	B - 3
Band -	B - 3	Chorus -	A - 4
Total	17	Total	21

17
21
12/38/ 3.17 - GPA for year

All GPA for individual student awards must be calculated on a 4.0 scale.

Checklist for New Student Enrollment – Athletic Eligibility

Student Name: _____ Grade Level: _____

Do you reside in the school's attendance zone?

If no, in which attendance zone do you live?

Do you live with one or both parents?

If one, is that a result of divorce?

If yes, is there a shared parenting or sole custody court order?

Documentation/Information to request:

_____ Copy of student's enrollment papers and official transcript

_____Documentation of connection of utilities at new residence

_____Copy of contract, rental, and/or lease agreement at new residence

_____Verification that original residence has been abandoned by all family members

_____Copy of US Post Office change of address form

_____Verification of change in voter's registration, driver's license, etc.

_____Copy of court order showing custody plan in case of divorce

_____Has someone from the school visited this residence?

Additional Comments, Information:

Student is Eligible to Participate in Athletics: YES NO

School Official's Signature: _____

Date: _____