

West Virginia Schools for the Deaf and the Blind

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# 2025-2026 Athletic Handbook





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## **WVSDB ATHLETIC TEAMS**

### **Fall Sports**

**Soccer**

**Swimming**

**E-Sports**

**Goalball**

### **Winter Sports**

**Basketball**

**Goalball**

### **Spring Sports**

**Track & Field**

**E-Sports**

## **Code of Conduct for Spectators**

Participation in athletics is a privilege—not a right—that provides student-athletes with the opportunity to grow athletically, academically, emotionally, physically, and socially. All stakeholders must view athletic participation and competition as a lifelong learning experience. Good sportsmanship is required, not only of WVSDB student-athletes and coaches, but of all people who support and attend athletic events. Spectators, including parents/guardians, are expected to always exhibit courteous behavior toward all participants, coaches, officials, staff, and fellow spectators. Individuals, who engage in inappropriate behavior, are subject to immediate removal from the event, the event premises, and possible future attendance restrictions. WVSDB leadership empowers all members of the athletic department to enforce the good sportsmanship expectations.

## **The Athletics Mission**

The overall objective of the athletics program at WVSDB is to provide an opportunity for student participation in properly supervised and controlled activities under the guidelines established by the WVSSAC, The Eastern Schools for the Deaf Athletic Association (ESDAA), and The Eastern Athletic Association for the Blind (EAAB). WVSDB's athletics programs encourage and support broad participation from as many students as possible, with teams competing on an equitable basis with other schools without sacrificing academics, sportsmanship, scholarship, general welfare, or the health of the students.

## **Our Beliefs**

The West Virginia Schools for the Deaf & Blind believe that:

- athletics is a partnership among students, parents, and school personnel.
- athletics help foster success in a honest and sportsmanlike manner.

- athletics provide experiences that mirror events students will face in the real world, and help students prepare for adulthood.
- student athletes should represent the highest ideals of any school.
- student athletes should balance athletic participation, academic responsibility, & personal enjoyment.

## **National Anthem Recognition**

Members of WVSDB Tapestry perform the national anthem prior to every home game. The athletic director communicates with the Tapestry Directors to plan and coordinate each performance. Athletes, coaches, staff, and spectators shall show respect during the performance of the national anthem.

## **Concessions at Home Games**

Class Sponsors and respective class members along with WVSDB clubs may have concessions for the spectators to purchase at all home games. Class sponsors or club leaders may contact the athletic director one week prior to home games to confirm that concessions are offered during a scheduled game. Club or class members are responsible for the set up and clean-up of the concessions. Club Leaders/Sponsors must be present while concessions are being sold.

## **Requirements and Responsibilities for Athletic Participation**

### **Academic Requirements**

- 1 . All student athletes must maintain a 2.0 GPA and complete all weekly homework assignments in all classes to remain eligible for participation in sports.
- 2 . Athletic eligibility is determined every week on Wednesday as determined by the dean of students in collaboration with the athletic director.
- 3 . A player must attend school for at least 3 1/2 hours a day to be eligible to practice or participate in a WVSDB event that day. Extenuating circumstances may be considered by the athletic director or dean of students.
- 4 . Seniors must be enrolled in any combination of classes that equals three credits each semester to maintain eligibility.

### **Behavior Requirements**

Student athletes are required to follow the behavior requirements established for all students by the West Virginia Schools for the Deaf & Blind Student Code of Conduct adheres to WVDE Policy 4373 Safe & Supportive Schools. Because of the leadership/role model status afforded to

athletes towards their peers, coaches will require higher behavior standards. Participation in practices and games, and continued membership on a team depends largely on the athlete's behavior. The athletic director, dean of students and coaches will decide appropriate disciplinary actions for their athletes.

From the time a student becomes a WVSDB athlete, they are one 365 days per year. Any athlete who self-reports inappropriate behavior that may include an illegal charge or complaint, conviction, deferred disposition, or any other student handbook violation to the school athletic director before the notification of the offense will be granted favorable consideration in determining any imposed athletic consequence.

The WVSDB Discipline Policy and consequences issued by administrators may have an additional impact on a student's participation in athletics or any other co-curricular activity.

### **Consequences of Misbehavior**

Student athletes who violate the WVSDB Student Code of Conduct in the student/parent handbook, the Behavior and Responsibility Pledge, or violations of law may, at the discretion of the athletic director/dean of students, incur penalties that impact athletic participation.

Any athlete identified through the legal system who has been arrested and/or charged with a crime either in or out of school against WVSDB shall not be eligible for the next competitive event, current sports team and/or the next sport season in which the athlete would participate for a period of time to be determined by the athletic director/dean of students.

Any suspension out-of-school (OSS) means a student is also prohibited from participating in any athletic practice and/ or contest during the suspension. If the suspension is in place on a Friday, the student-athlete is prohibited from participating in any practice and/or contests during the weekend. Students placed in an alternative setting due to disciplinary action are prohibited from participating in athletics. Any athlete who receives a second OSS suspension during his/her sports season may be dismissed from the team for the remainder of the season. These consequences will be enforced in conjunction with the WVSDB Student Handbook.

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student, or to any third party, in order for the student to be initiated into, or affiliated, with any group, club, athletics team, grade level, activity or organization. Participation in any hazing shall result in consequences.

Abuse of any portion of the Behavior and Responsibility Pledge herein and all student-eligibility requirements may result in one or more of the following actions by the coach and the athletic director/dean of students:

- Suspension of the athlete from the team for one or more games,
- Removal of the athlete from the team for the remainder of the sports season,
- Forfeiture of award(s) for the particular sport,
- Other appropriate disciplinary actions are deemed necessary and appropriate by the athletic director or dean of students.

Administrators will notify the athletic director of any behavior concerns during an athlete's off-season. An administrator, athletic director, the coach, and the counselor may require intervention for a student who demonstrates a need for increased supervision.

The WV SDB Discipline Policy and consequences issued by administration may also affect a student's participation in athletics or any other extracurricular activity.

Any athlete who does not abide by the established team rules communicated by the coaching staff two or more times may be suspended or dismissed from the team.

## **School Attendance**

School attendance is critical to learning. Because athletes have great demands on their time, attendance will be monitored to facilitate success. The attendance director will notify the athletic director when an athlete has more than 3 absences during a season. The dean of students, athletic director, coach/sponsor, and counselor may decide on a course of intervention to help improve an athlete's absenteeism.

Student athletes who are tardy the day after an athletic contest (excused or unexcused) more than two times in a season will be suspended for a portion from the next game.

If a student has more than two unexcused absences during the season of participation, a review meeting will be held involving the student-athlete, the parent(s), the Athletic Director, the head coach, and school administration. Due to this meeting, eligibility for athletics may be temporarily removed. Further unexcused absences during or after the meeting or period of ineligibility may result in the student-athlete being removed from the team.

\*\*\*Exceptions to this policy must be approved by the athletic director and/or dean of students.

## **Guardian/Coach Communication**

Parenting and coaching have extremely different roles. By establishing an understanding of each position, we can accept the actions of the other and provide greater benefit to the athlete. As parents, when your child becomes involved in the WVSDB athletic program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child.

Coaches are granted discretion and autonomy over general team matters, including team rules, roster selection, participation, playing time, selection of starting athletes, recognition of athletes, and recommendations for award recipients. A week prior to the beginning of each sport's season, the head coach sends an informational letter home to the guardian that outlines practice & game schedules, uniform care, conditioning expectations, athlete expectations, potential overnight trip timelines, athletes' behavioral expectations and any upcoming financial costs. Coaches use the Remind App to communicate changes with guardians concerning games.

It may be difficult to accept that your child is not playing as much as you expect. Coaches are professionals. They make decisions based on what they believe to be best for the team and for all the student athletes involved. Guardians and athletes sometimes have concerns that arise during the season. Both athletes and guardians are encouraged to openly communicate with the coach when issues arise.

Examples of concerns to discuss with the coaching staff:

- Treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior

If there is a concern to discuss with the coach:

- The athlete should first talk to the coach.
- The parent/guardian should set up a meeting with the coach.
- If the meeting with the coach does not provide a satisfactory resolution, the parent/guardian should establish a time to have a telephone conference with the athletic director to discuss your concerns.

## **Season, Game & Practice Participation**

For an athletic sport to be offered for a season, there must be the required number of athletes to comprise a team plus additional players as replacements at the start of the season. Also, for an athletic sport to be offered at WVSDB at least 6 competitive games/matches make a season. The

coach of the respective sport is responsible for developing a tentative schedule of games to present to the athletic director 4-6 months prior to the opening day of practice. The coach and athletic director will determine the official schedule.

Athletes must be present for all school competitive events, practices, conditioning sessions, regular season, postseason, and make-up games. There are no consequences for athletes who miss a practice or game for absences due to school-sponsored trips or other academic activities required by the school. For optional school trips, the coach may determine if any consequence is required.

For all missed games or practices, the consequence is at the discretion of the coach; in such repetitive cases, the consequences may include dismissal from the team.

## **Sportsmanship**

WVSDB athletes are expected to exhibit good sportsmanship during practices and competitive events. Technical ejections are addressed by WVSDB regulations and determined by the coach/athletic director.

### **Consequences of poor sportsmanship:**

- 1 . When an athlete is removed by a coach, ejected by a referee, or the unsportsmanlike act is witnessed by the athletic director or principal, the consequences will follow WVSDB & WVSSAC Rules & Consequences.

Gross Unsportsmanlike conduct, such as fighting (including throwing punches as an instigator, in retaliation, or intentionally kicking or stomping an opponent), biting or aggressive physical contact:

- First Offense - the student will be declared ineligible from the game.
  - Second Offense – the student will be declared ineligible for the remainder of the sports season.
- 2 . Profanity and other forms of inappropriate conduct will not be tolerated. Profanity directed at a game official will result in a suspension from contest.
  - 3 . Any coach, team personnel and/or contestant who confronts or addresses a coach, contestant or official using hate speech, ethnically or racially insensitive expressions will be disqualified for the game.
  - 4 . Student-athletes who leave the bench area and become actively involved in an altercation will result in a suspension from the remainder of the game.
  - 5 . Repeated offenses of unsportsmanlike behavior may result in suspension from the team at the discretion of the coach and athletic director.

## **Transportation & Travel**

All athletes must ride WVSDB vehicles to and from athletic events that are held off school grounds when transportation is provided by the school. In an emergency, which includes injury, illness, family problems, and an unusual academic situation, only a parent/guardian may secure permission from the coach/athletic director to transport their athlete. Identification will be required by the coach. Under no circumstances will an athlete be allowed to leave with another student.

On special occasions parents/guardians may request in writing permission to transport their own child to or from an athletic event the morning of the activity. Parents/guardians may only transport their child to an event.

Residential Staff travel with all WVSDB athletes to off campus events. The RCS staff are there to provide support and supervision to the athletes when the athletes are not participating in a game. RCS staff members are responsible under the direction of the school nurse for administering all medications. Coaches are responsible for basic first aid if needed during a game. When the coaches are off duty or asleep, the RCS are responsible for the supervision and care of the athletes. Both the coach and the RCS staff plan and communicate at least 24 hours in advance of leaving for an off-campus event on how to best support each other and the athletes. When traveling on transportation, both coaches and RCS staff are responsible for supervision. If athlete misbehavior occurs while at an off-campus event, it is addressed by the coach at the time it occurs. The coach will inform the athletic director and complete proper documentation. Athletes, coaches, and staff are to abide by all WVSDB rules, policies and procedures while at off campus events.

## **Athletic Uniforms**

Sports uniforms are selected by the athletic director and coach with the approval of the Superintendent. Any change of style must be approved by the athletic director and Superintendent. Coaches select an athlete's jersey number ensure the appropriateness of the uniform. Athletes are responsible for knowing which colors of uniforms to wear for each game. Athletes are responsible for washing/cleaning their uniform inclusive of personal equipment after each game. Athletes must maintain their uniforms in good condition without tears, dirt, or rips in them. When a uniform has a condition issue, the athlete must inform the coach. At the end of a sports season, the athlete is responsible for turning in their uniform and equipment to the coach one week after the last game. When sports teams are traveling before and after games, the athletes will wear their WVSDB warm up attire.

## **Interpreting Services**

When athletes and coaches who are deaf and hard of hearing are present at practices, games, meetings, clinics, and tournaments, interpreting services are provided. Interpreters will travel as needed to off-campus events with the team. Coaches, who need an interpreter for upcoming training, submit an email request to the athletic director two weeks in advance.

## **Press Communication & Publication**

The athletic director is responsible for working with the communications public relations program specialist to publicize schedules, interviews, and pictures of the events. Home games are streamed through social media by the communications public relations specialist or designee. Athletes and coaches are expected to represent WVSDB in a positive manner in team pictures and at all awards ceremonies. During award presentations athletes and coaches are to wear WVSDB uniforms or warm up attire with the WVSDB logo. When a member of the press is present at an athletic event, the communications public relations specialist or athletic director must be available & coordinate communication/interactions. All written communication that is provided to the press must be approved by the Superintendent.

## **Annual Physical & Medical Insurance**

Athletes must pass a physical examination and submit a completed WVSSAC physician's certificate and parental consent form as required by the WVSDB & WVSSAC before trying out or practicing with an athletic team. Physicals must be dated after July 1st each school year. Guardians are responsible for completing an athlete's physical with the child's home physician. **ALL** athletes, who are going to participate in a WVSDB sport this school year, must have the completed physical form returned to Health Services before the first day of school. Please contact the Health Services Supervisor with questions.

Students must have satisfactory medical insurance before participation in any WVSDB sport will be allowed.

## **Concussions, Sudden Cardiac Arrest, Heat Related Safeguards, Return to Play After Injuries, and Emergency Actions Procedures**

Coaches are responsible for receiving annual training as provided by the WVSSAC and follow the WVSDB established procedures for concussions, sudden cardiac arrest, heat related protocols, return to play after injury and emergency actions procedures. Coaches are to review all health-related procedures with players at the beginning of each season and document the review in their coach's binder to be presented to the athletic director. See addendums A, B, C, & D at the conclusion of this handbook.

## **WVSDB Black Bears' Athletic Pledge**

By signing this pledge, the WVSDB student-athlete and parent or guardian affirm each has read and understands all the rules, regulations, and expectations listed in the Athletic Handbook. Further, it is agreed that all athletes and guardians must abide by the rules.

By signing below, the student-athlete and parent are advised that participation in interscholastic practice and competition is dangerous! Furthermore, it is understood that no amount of protective equipment will eliminate potential injury. Even under the safest and most secure conditions, some athletic activity may result in serious injuries. If a student athlete exhibits unusual symptoms, he or she should immediately stop playing and report the conditions to the coach, nurse, residential staff or guardian. The student athlete will not return to a game or practice until all symptoms are eliminated, and the athlete has received medical clearance. Ignoring this warning may lead to more serious or fatal injury. Remember: anyone deciding to compete in the WVSDB Schools Athletic Program does so with a clear understanding of this risk of injury. Additional questions about such risks should be directed to the coach or athletic director prior to participation in practice or competition.

Parents and supporters of WVSDB athletics interfering with a game or participants of the game (athletes, coaches, and officials) may result in disciplinary action taken by the WVSDB. Such actions may be taken against our athletes, our teams, and parent-spectators. Acceptable and appropriate sportsmanship is a fundamental component of our athletic program . Parents are advised to direct questions and concerns about their student-athlete to the following individuals: (1) Team Coach; (2) Athletic Director (A.D.). Please start with the coach before speaking with the athletic director. Parents shall not approach coaches during or after any practice or team competition.

Our signatures on the sign-off sheet indicate that we have read and agree to comply with the contents of WVSDB conduct, philosophy, and eligibility expectations herein. We agree that the athlete will attend all practices and games in which his or her high school athletic team participates. This implies that the high school team's activities take precedent over any club, recreational or non-school events.

# Coaching Procedures

## WVSDB Coaching Philosophy

1. Contribute to the physical fitness and development of athletic skills of participants through teaching and presenting a sound program of conditioning and practice.
2. Teach the values of sportsmanship through the West Virginia School for the Deaf & Blind Sportsmanship Code so that participants may learn to be humble in victory and gracious in defeat.
3. Teach self-discipline by requiring participants to adhere to a lifestyle that will contribute in a positive way to team effectiveness.
4. Teach the compatibility of self-reliance and cooperation through activities designed to give recognition to contributions of individual athletes and showing that success of the program depends on team effort.
5. Unify the school by providing common goals, involving all students and creating a common purpose, thereby generating school spirit and building alumni loyalty.
6. Provide a wholesome environment for athletic participation and values through teaching positive attitudes and the recreational value of participation.
7. Provide opportunities to achieve educational and personal goals for students/athletes, counseling them to establish goals consistent with their interest, abilities, and needs.
8. Provide an environment that is safe for all participants.
9. Teach transformative values to promote the growth of a student-athlete.

## Pay Scales for Coaches

*Below are the WVSDB Pay Scales for coaches:*

<b><u>Sport/Activity</u></b>	<b><u>Head Coach</u></b>	<b><u>Assistant Coach</u></b>
eSports (full yr)	\$2,500.00	NA
Robotics/LEGO League (full yr)	\$2,500.00	NA
Rocketry (full yr)	\$2,500.00	NA
Drones (full yr)	\$2,500.00	NA
Basketball	\$2,000.00	\$1,000.00
Volleyball	\$1,500.00	\$1,000.00
Goalball (full year)	\$2,500.00	\$1,000.00
Soccer	\$1,500.00	\$1,000.00
Swimming	\$1,200.00	\$1,000.00
Track	\$1,200.00	\$1,000.00

A \$50.00 incremental incentive will be paid for each additional renewal of contract beginning July 1, 2008 and continuing each year after 2008-2009.

## **Evaluations of Coaches & Assistant Coaches**

The primary purpose of the evaluation is to provide information necessary to make an objective assessment of the performance of coaches and assistant coaches and to assure that quality coaching is provided to the student athlete.

A minimum of one (1) written evaluation per coach's and assistant coach's contract period is required each year. The athletic director is responsible for conducting coaches' evaluations. The athletic director will periodically observe coaches & assistant coaches during practices, conditioning events, and games.

[Policy 5310 Performance Evaluation of Professional Personnel and Athletic Coaches](#), Section 21

## **WVSDB Policy 3160 – Coach's Criminal History/Record Check**

To more adequately safeguard students and staff members, the WVSDB requires an inquiry into the background of each applicant the Superintendent recommends for employment on the WVSDB's service personnel staff. This requirement includes all substitutes and persons employed on a part-time basis such as coaches or activity supervisors who may have care, custody, or control of students. For reference for WVSDB Policy 3160 follow the link [68-18065-222362024-12-12-12-00-14-984-2024-12-12-12-08-19-584.docx](#) or read the complete policy on page 60 of the WVSDB Employee Handbook.

## **WVSDB Policy 7161 – FELONY SEXUAL OFFENSE WITH A STUDENT**

Reference the WVSDB Employee Handbook for the complete policy on pages 143-144.

## **WVSDB Policy 3210 -Employment of Personnel For Extra-Curricular Activities**

WVSDB may find it necessary to employ personnel for extra-curricular assignments as coaches within the athletic department. Reference the WVSDB Employee Handbook on pages 62-63 for the entire policy.

## Coaching Certificate through WVDE

WVSDB employees, who hold coaching positions, are responsible for keeping their coaching certificate current. The coach must hold a valid coaching certificate prior to July 1 of the upcoming school year to be eligible to coach. Here is the link to obtaining a certification through WVDE: <https://wvde.us/certifications/applications/form-39>. Below are the guidelines for being eligible for a coaching certificate.

Coaches are expected to attend the yearly WVSSAC rules clinic for their respective sports prior to the beginning of the seasons. Coaches must keep first aid, CPR/AED, concussion, sudden cardiac arrest and heat exposure training current. The athletic director in collaboration with the health services supervisor keeps record of medical trainings renewal dates. WVSDB may require coaches to have additional training related to their roles as coaches. The coach is responsible for presenting training cards to the athletic director at the completion of the training. Copies of training cards are given to the Human Resources offices by September 15 annually.

### WVSDB Policy 7091 - JOB RELATED TRAVEL/EXPENSES WITH STUDENTS

Educational, recreational, and athletic trips must be approved by the athletic director) and Superintendent **at least two weeks prior** to the event if traveling fifty (50) or less miles from the school, and at least one month prior to the event if the distance exceeds fifty (50) miles. The maximum travel distance one way is 200 miles, unless a waiver is approved by the Superintendent. Requisitions for food needed during travel, e.g., snacks, bag lunches, must accompany the travel request. **Orders for food will not be filled if received later than the times listed above.**

Unless otherwise approved by the Superintendent, no more than one instructional day per grading period may be used for field trips by any one department. Trips taken during the instructional day should be educational and fulfill curriculum goals and objectives. Local educational field trips which are within a 25 mile radius of the school and are justified as being part of a particular school curriculum, e.g., agricultural education, family and consumer science, orientation and mobility, will be permitted and will not be counted as a loss of instructional time.

Travel more than 50 miles from the school and/or overnight travel requires additional justification. Approximate costs of travel should be included with the travel request. Justification for out-of-state travel is required, along with approximate costs of the travel.

The school has a limited number of vehicles which can be used to transport students. The school also has a limited number of certified bus drivers who may drive students. Thus, requests

for transportation will be on a first come, first serve basis. From time to time, due to unavailability of vehicles and/or drivers it may be necessary to cancel and/or reschedule trips.

Each school department, inclusive of the respective dormitories and organizations, associated with each school department, will be permitted no more than four after-school/weekend recreational/educational field trips of 50 or less miles and no more than one educational or recreational field trip of more than 50 miles during a grading period, unless a waiver is approved by the Superintendent.

Athletic trips are to be scheduled by the respective coaches and/or athletic director according to the time and mileage frameworks established in paragraph one of this section. The head coach will complete all travel slips and requisition and turned all paperwork into the athletic director 15 days prior to the game date when applicable. To the greatest degree possible, **the disruption of instructional time for athletic trips should be minimized.** Whenever possible, games should be scheduled so that there is sufficient time for team travel after the school day. Time away from campus for tournaments should be minimized, particularly in regard to instructional time.

Travel involving students will not be permitted on instructional days during the statewide testing windows. Staff travel will be limited to those individuals not responsible for direct student instruction during the testing windows.

Certified bus drivers must be used to drive students, faculty and/or guests on all trips. Federal regulations state that bus drivers cannot be on duty more than fifteen (15) consecutive hours, nor drive more than ten (10) hours during a workday. They then must have a layover of at least eight (8) hours before driving again. Thus, all one-day trips involving students must occur within a fifteen (15) hour time frame from when the driver initially comes on duty for the trip and when the bus returns to campus, and actual drive times must be ten (10) or less hours. These time limits will be strictly adhered to and all trips will be scrutinized to ensure that they meet these time frames. A designated staff member must be awake and on duty during sleep times to monitor and supervise students during all overnight travel, unless otherwise approved by the Superintendent. Department heads are responsible for securing staff to be on duty during sleep times and for ensuring sufficient staff participation on field trips to provide adequate supervision and coverage of all students. In emergency situations, security will transport students and another staff member.

This policy does not address every issue, exception, or contingency that may arise in the course of athletic travel.

## **Coaches' Leadership During Practices, Conditioning, and Games**

The head coach is the leader and sets all performance and behavioral expectations during practices and games for athletes, assistant coaches, guardians, and support staff. Head Coaches communicate with parents through an informational letter about practice/games schedules, athlete expectations, guardian expectations, and financial commitments one week prior to practice starting. Coaches are to use the Remind App to communicate any changes to games schedules or needs of the athletes. Coaches shall have an organized routine for practices that teach the athletes the skills and conduct necessary to be successful in the respective sport. The head coach prior to first practice meets with their assistant with the athletic director present to discuss a written draft of the routine and behavioral expectations during practices and games. The assistant coaches' responsibilities during practices or games will be discussed at this time. Coaches are not to leave the team or an athlete unattended during a practice or game. When traveling for games, the coaches communicate with the residential staff as to supervision and how to best support the athletes.

The head coach with the input from the assistant coach when applicable develops a conditioning work out for each WVSDB sport. During the first week of practice, the coaches demonstrate and review the conditioning exercises with each athlete. Conditioning is intended to occur outside of practices and prior to the start of the season to increase the athlete's strength and endurance to develop one's skill during competitive games.

Assistant coaches are to support the head coaches with set-up for games, keeping of score books, allotment of supplies, restock the first aid kit, and coaching/supervision of athletes. When the head coach is unavailable due to illness or personal emergency for a scheduled practice or game, the assistant coach leads the team and assumes responsibilities.

Head Coaches are responsible for notifying the athletic director and the nursing supervisor when an athlete quits a sport. Two weeks in advance of a season coaches are responsible for ensuring that physicals are complete, in the student's file in Health Services, and a copy of the physical is stored in the coach's informational binder.

The head coach, in collaboration with the athletic director, sets up for **ALL HOME GAMES** 45 minutes prior to the start of the game. Set-Up includes field/court preparation, equipment in place, microphones and PA system set-up. lights on, scoreboard set-up, referee room ready, water cooler full of supplies, first aid kit/AED present, doors unlocked, and locker rooms ready.

The athletic director or a member of the WVSDB leadership team is present at all home games and is responsible for supervision of the event to ensure safety and welfare of all athletes, coaches, visitors, spectators, and other attendees.

### **Scheduling of Season Games**

The head coach tentatively schedules games of the season for a sport by contacting coaches from other schools 4 to 6 months prior to the start of the season. The head coach then meets with the athletic director and presents the schedule. The athletic director contacts the school's athletic director and confirms the games' dates, times, and location. The athletic director presents the proposed schedule to the Superintendent and the leadership team for approvals. Once approved, the respective season's schedule is sent to the public relations specialist for publication.

### **Scheduling Referees**

The athletic director is responsible for scheduling referees for home games when applicable. Once the season's schedule is established, the director submits the requests to the scheduling company to find officials for the upcoming games. The athletic director completes all necessary paperwork and submits it to the business office for payment.

### **Athlete Injury Documentation**

When an athlete is injured during practice, game, conditioning, travel or any area of athletic programming, the coach shall complete the injury report at the conclusion of the event and notify the athletic director immediately. If the injury is during a home game or practice, the nurse is to be contacted. The coach is to give basic first aid until the nurse arrives. If the injury occurs while off campus, the coach is to administer first aid, contact the nurse, and determine the next steps in care. If needed, the residential staff may accompany the injured athlete to receive further medical attention. Nursing/Athletic Director contacts the guardian to notify them of the injury and the condition of their child. When an athlete is under a physician's order, the coach will abide by the order under the direction of the nurse on duty.

### **Uniform Distribution, Care, Wear, and Collection**

Coaches are responsible for the distribution of uniforms and equipment needed for the athletes to participate in a sport during the first week of the season. Coaches are to teach athletes how to properly care for their uniforms to represent WVSDB in a positive manner. Coaches are to establish the expectation that WVSDB travel gear, or the uniforms are to be worn in all pictures

taken during team events and awards ceremonies. One week after the season is over, the coaches collect all the uniforms and equipment from the athletes. The coach is responsible for organizing and placing the laundered uniforms and equipment in the designated bins in the uniform room of the physical education building. The coach communicates with the athletic director any issues or uniforms/equipment needs for next year's season.

## **Addendum A: WVSDDB Concussion Protocol**

### **1. Purpose**

To provide comprehensive and standardized response to a suspected head injury or concussion among student athletes, ensuring safety, timely medical care, academic accommodations and proper return-to-learn/play progression. This is written in accordance with § 18-2-25.

### **2. Definition**

A **concussion** is type of traumatic brain injury caused by a bump, blow, or jolt to the head or body that causes the brain to move rapidly inside the skull. It can affect physical, cognitive, emotional, and sleep functions.

A **Licensed Healthcare Provider**, for the purposes of concussion evaluation and clearance, is a medical provider who is licensed and authorized to practice in the state of WV. This includes:

- Medical Doctor (MD)
- Doctor of Osteopathic Medicine (DO)
- Physician Assistant (PA)
- Advanced Practice Registered Nurse (APRN) or Nurse Practitioner (NP)

Chiropractors, school nurses, athletic trainers or emergency medical technicians (EMTs) are NOT authorized to provide final return-to-play clearance in accordance with WVSSAC guidelines.

### **3. Training**

All coaching staff are required to follow all WVSSAC requirements for training.

### **4. Immediate Response**

- **Any student/player who exhibits signs, symptoms or behaviors consistent with a concussion** (e.g., headache, dizziness, confusion,

nausea, sensitivity to light/noise) must be **immediately removed** from physical activity (sports, PE, or recreational activity).

- The student must be evaluated by a **licensed healthcare provider** experienced in concussion management as soon as possible.
- **No same-day return to activity is permitted in accordance with § 18-2-25**

#### **5. Communication**

- Notify the school nurse or on-call nurse immediately.
- Parents/guardians must be informed, even if the injury seems minor
- **Follow WVSSAC** guidelines for game incident reporting.

#### **6. Medical Evaluation and Documentation**

- A student suspected of having a concussion must be evaluated and cleared by a **healthcare provider**.
- The school must receive **written medical clearance** before the student can begin the return-to-learn/play protocol.

#### **7. Return-to-Play (RTP)**

After medical clearance, the student may begin the RTP process, typically over a minimum of **5-7 days**, under supervision:

- **Day 1:** Light aerobic activity
- **Day 2:** Sport-specific exercise (no contact)
- **Day 3:** Non-contact training drills
- **Day 4:** Full contact practice (with medical clearance)
- **Day 5:** Return to competition

**Athlete must remain asymptomatic and pain-free at each step. Any reoccurrence of symptoms requires re-evaluation by a medical provider and restarting the process.**

#### **8. Return-to-Learn (RTL)**

Concussion can affect academic performance. Student must be supported with accommodations during recovery, if necessary, follow the below phrases:

- **Phase 1:** Rest- full rest, no classes or cognitive strain. No TV, reading, or screen play.
- **Phase 2:** Light cognitive activity- short, modified academic activities with breaks.
- **Phase 3:** Return to school with adjustments- Attending class with modifications (e.g., reduced workload, extended time).

- **Phase 4:** Full Academic Participation- Resumption of normal academic activity after medical clearance

**All phases must be monitored by academic and residential staff, nurses, and coaches.**

### **9. Other Considerations**

- Nursing staff must monitor delayed concussion symptoms (vomiting, worsening headache, confusion, behavior change).
- Students should be checked periodically during the first 24-48 hours post injury.
- Quiet environments, screen time limits, and adjusted dorm responsibilities should be enforced.

### **10. Documentation and Reporting**

- All suspected and confirmed concussions must be documented.
- Reports should be kept in the student's health file and communicated to relevant school/ coaching personnel.
- Athletic injuries should be logged with the Athletic Director and reported to WVSSAC as required.

### **11. Emergency Protocol**

If student exhibits:

- Loss of consciousness
- Repeated vomiting
- Seizure
- Slurred speech
- Worsening confusion

**Call 911 immediately and notify parents/guardians, school nurse, and school leadership.**

### **12. Restrictions**

- No athlete shall return to play without full medical clearance.
- Modifications to the progression can be made by Health Services and licensed medical provider.

### **13. Enforcement**

- WVSSAC eligibility rules will be strictly enforced.
- Failure to comply with this policy or orders of the medical provider's recommendations may result in the athlete being withheld from participation.
- WVSSAC states coaches must follow any restrictions or recommendations made by a licensed medical provider regarding a student-athlete participation status.

Violation can result in sanctions against the coach, including suspension from coaching duties, fines or probation for the school or athletic program, and/or forfeiture of games if ineligible players were allowed to participate.

- **Reporting and Investigation:** Violations can be reported by parents, school officials, or medical personnel. WVSSAC may investigate and determine consequences based on the severity and impact of the violation.

## **Addendum B: WVSDDB Sudden Cardiac Arrest Prevention and Response**

*In accordance with WVSSAC guidelines and West Virginia state laws*

### **Sudden Cardiac Arrest (SCA) Protocol**

#### **1. Pre-Participation Requirements**

- All student-athletes and parents/guardians must read and sign the WVSSAC-approved **SCA information sheet** annually.
- Coaches must complete **annual SCA training**, as mandated by WVSSAC.

#### **2. Recognition & Response**

- All athletic coaches and staff will be trained in:
  - **CPR**
  - **AED use**
  - Recognition of warning signs: chest pain, fainting during exercise, shortness of breath, rapid heartbeat.

#### **3. Emergency Cardiac Response Plan**

- An **AED** must be readily accessible at all athletic practices and events. AEDs are located in each building, and there are portable AEDs to take to field. It is coach's responsibility to get the AED from Health Services.
- Staff must activate EMS immediately upon signs of cardiac arrest and initiate CPR and AED use.
- Health Services will maintain AED maintenance logs.

#### **4. Return-to-Play Policy**

- Athletes experiencing fainting or related symptoms during activity must be cleared in writing by a licensed medical provider before resuming participation.

## **Addendum C: WVSSAC Heat-Related Illness Protocol**

### **1. Acclimatization**

- Follow WVSSAC's **14-day acclimatization schedule** for all fall sports.
- Limit full-contact practices during the initial 5 days.
- Gradually increase intensity and equipment use per WVSSAC heat policy.

### **2. Hydration**

- Provide **water breaks every 20–30 minutes** during practice.
- Encourage unrestricted access to water at all times.

### **3. Environmental Monitoring**

- Use a **Wet Bulb Globe Temperature (WBGT)** device.
- Adjust or cancel activities based on heat index:
  - Modify practice duration.
  - Restrict full gear.
  - Provide cooling zones.
- WVSSAC Guidelines for Temperature:
  - Under 92 degrees Heat Index: Normal activities are allowed with ample water availability and optional water breaks every 30 minutes.
  - 92 degrees to 103 degrees Heat Index: Increase water breaks to a minimum every 30 minutes, consider reducing time of outdoor activity, and postpone practice to later in the day. For contact sports, remove helmets and other equipment if not involved in contact.
  - 104 degrees to 125 degrees Heat Index: Further reduce time of outdoor activity, alter uniforms by removing items if possible, and postpone practice to later in the day. If air conditioning is not available, reduce time of indoor activity as well. Suspend practice or remove equipment and decrease intensity for sports requiring protective equipment.

- Above 125 degrees Heat Index: Suspend all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable. Activities can only resume after re-evaluation of the Heat Index.

#### **4. Emergency Response**

- **Contact 911**
- **Begin cooling immediately** (cold-water immersion preferred).
- **Contact Health Services**
- Document incident thoroughly and report to administration and WVSSAC if required.

## **Addendum D: WVSDB Return-to-Play (Non-concussion)**

### **Definition**

A **concussion** is a type of traumatic brain injury caused by a bump, blow, or jolt to the head or body that causes the brain to move rapidly inside the skull. It can affect physical, cognitive, emotional, and sleep functions.

A **minor injury** does not require medical clearance for return to play. These types of injuries typically resolve in 12-72 hours with basic first aid and rest. They do not affect functional movement or pose a risk of aggravation. Examples of minor injuries include mild muscle soreness, small bruises or scrapes, mild sprains or strains without swelling or loss of mobility, and superficial cuts or blisters. Students with minor injuries may return to athletic activity once symptoms have subsided and the nurse deems it is safe.

A **Licensed Healthcare Provider**, for the purposes of concussion evaluation and clearance, is a medical provider who is licensed and authorized to practice in the state of WV. This includes:

- Medical Doctor (MD)
- Doctor of Osteopathic Medicine (DO)
- Physician Assistant (PA)
- Advanced Practice Registered Nurse (APRN) or Nurse Practitioner (NP)

Chiropractors, school nurses, athletic trainers or emergency medical technicians (EMTs) are NOT authorized to provide final return-to-play clearance in accordance with WVSSAC guidelines.

A **significant injury** requires further evaluation or treatment by a licensed medical provider. These injuries may involve severe pain, loss of function, or potential for long-term damage. Any injury that causes missed practices or games requires the use of assistive devices (such as braces or splints), or results in a medical restriction. Examples include fractures, dislocations, moderate to severe sprains or strains, and ligament or tendon tears. This requires written medical clearance before returning to athletic activities.

### **14. Injury Incident**

When a player becomes injured—regardless of severity—immediately contact the nurse on duty or the on-call nurse for assistance. In emergency situations, do not hesitate to dial 911 first.

If a medical trainer, EMS team, or other certified medical provider is present at the event, adhere to their instructions. In the absence of such personnel, consult the nurse for further guidance.

All care should be administered in accordance with First Aid Training Standards. First-Aid bag is supplied to provide minor first-aid treatment.

Document the incident thoroughly.

### **15. Injury Reporting**

- Report all injuries to the Nurse on Duty or the on-call nurse immediately.
- An **Incident report** must be completed and filed within 24 hours of injury. Give facts of injury and mechanism of injury. Do not include opinions.

### **16. Medical Clearance Required**

- If a significant injury occurs, a written clearance from a licensed medical provider must be submitted before an athlete can begin the return-to-play process.
- Medical clearance must include the diagnosis, any restrictions and the anticipated date for full return.
- Be shared with athletic director, coach, nurse, and Dean of Student.

### **17. Return-to-Play (RTP)**

After medical clearance, the student may begin the RTP process, typically over a minimum of **5-7 days**, under supervision:

- **Day 1:** Light aerobic activity
- **Day 2:** Sport-specific exercise (no contact)
- **Day 3:** Non-contact training drills
- **Day 4:** Full contact practice (with medical clearance)
- **Day 5:** Return to competition

**If symptoms return at any stage, not just during practice, students must stop and rest for 24 hours before resuming the previous step. If unable to complete a step within the 5-7 day time period follow up with a licensed healthcare provider must happen.**

### **18. Restrictions**

- No athlete shall return to play without full medical clearance after a significant injury.
- Modifications to the progression can be made by Health Services or licensed medical provider.

## 19. Enforcement

- Failure to comply with this policy or orders of the medical provider's recommendations may result in the athlete being withheld from participation.
- WVSSAC eligibility rules will be strictly enforced.
- WVSSAC states coaches must follow any restrictions or recommendations made by a licensed medical provider regarding a student-athlete participation status. Violation can result in sanctions against the coach, including suspension from coaching duties, fines or probation for the school or athletic program, and/or forfeiture of games if ineligible players were allowed to participate.

**Reporting and Investigation:** Violations can be reported by parents, school officials, or medical personnel. WVSSAC may investigate and determine consequences based on the severity and impact.

## Athletics Department Contact Information

### **Dr. Christine Lewis**

*Athletics Director*

? 304-822-4865

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### **Skylar Moreland**

*Athletics Secretary*

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### **Melanie Hesse**

*Dean of Students*

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### **Tonya Fields, RN**

*School Nurse*

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**West Virginia  
Secondary School  
Activities Commission**



**Emergency  
Action Plan**

**As Recommended by  
The Sports Medicine Committee**

# Emergency Action Plan

WVSDB  
School 301 E Main St. Romney, 26757  
Address

## Purpose of Emergency Action Plan:

To provide WVSDB School with a plan in case of a serious or life threatening injury or emergency occurs. Athletic Trainers, Coaches and various staff are always at risk of dealing with injuries during athletic practices and events. Therefore, an Emergency Action Plan is put in place to insure correct procedures are followed to maintain order and control in the unfortunate event of an injury.

## Need for an Emergency Action Plan:

The EAP is a written document that defines the standard care required during an emergency situation. Serious Emergencies rarely happen, but when they do, a quick organized response is the most efficient way to handle the situation at hand.

## Emergency Information:

Main Office 304-822-4800 School Office: 304-822-4861

Principal: Melanie Hesse- 304-859-3025

Special Ed Manager: Dave Simanski 301-268-4880

Athletic Director: Christine Lewis 304-813-2830

Health Services: 304-822-4831 304-859-2870

Health Services Administrator: Tonya Fields 304-859-3071

County Fire & EMS: 911

Police Department: 304-822-3894

Fire Department: 304-822-5141

Poison Control: 800-222-1222

AED Location(s): Portable one for field, and every building has atleast one.

## Information to be provided in case of an Emergency:

1. Name and phone number you are calling from
2. Exact location of emergency and directions
3. Type of injury, illness, etc.
4. Condition of injured person(s)
5. Type of aid being provided
6. Number of people injured
7. Other information as requested

If Athletic Trainer is present at an event, they will make the decision to call EMS and will personally make the call unless they are engaged in tending to injured player. In the event the AT cannot call, he or she will assign a person to make the call. In many situations, the school is lucky to have emergency personnel on hand.

## Chain of Command:

In the event of an injury during athletic game or practice, the AT is in charge until EMS arrives. If doctors are present and asked to assist they may. Coaches and Student AT's may also be asked to assist if needed. If an Athletic Trainer is not available, a person of authority needs to be assigned the responsibility to address needs/concerns.

## Emergency Care:

Apply basic emergency care as situations requires

1. Check for Life Threatening Conditions
  - a. Level of Consciousness
  - b. Airway
  - c. Breathing
  - d. Circulation
  - e. Bleeding
2. Call 911 if Necessary
3. Emergency Equipment
  - a. AED
  - b. Spine Board
  - c. Cervical Collar
  - d. First Aid Kit

4. Apply Basic First Aid (As appropriately trained)
  - a. Adult CPR: 30:2
  - b. Bleeding
    - i. Direct Pressure
    - ii. Elevate
    - iii. Apply Sterile Dressing
  - c. Splint Fractures
  - d. Cervical Collar
  - e. Spine Board
  - f. Treat for Shock if Necessary
5. Other Things to Consider
  - a. Reassure and calm injured person
  - b. Do not move severely injured players unless they are in danger
  - c. Do not reposition fractures or dislocations

**Documentation:**

Anything taking place during the injury (i.e. how it happened, who was involved), care given and response, needs to be documented. Make sure bases are covered and injured individual is taken care of properly. A well-orchestrated response to an emergency situation is easily documented if correct predetermined plans are executed.

**External Evacuation Signals:** Siren

**Emergency Response Plans:**

**In School Emergency:** (Fire, Gas Leak, Bomb Threat)

Evacuation Areas: \_PE Building, Seaton Hall, Keller Hall, Brannon Building\_\_\_\_\_

**Outside Emergency:** (Tornado, Chemical Leak, etc.)

1. Shelter in Place
  - a. Monitor Radio
  - b. Move Students to interior hallways, rooms, away from outside walls, if possible
  - c. Turn off outside air systems
2. Prepare to Evacuate
  - a. All students and Staff remain in building
  - b. Alert students and staff to begin preparation
  - c. Get personal belongings together
  - d. Monitor radio for further information
3. Evacuation
  - a. Monitor radio
  - b. Assemble students for bus pick up
  - c. Secure building
  - d. All students and staff board buses
  - e. Upon arrival at evacuation site, keep all students and staff together
  - f. Notify superintendent upon arrival at evacuation site
4. Designate Alternative Evacuation Schools/Buildings
  - a. \_PE Building\_\_\_\_\_
  - b. \_\_Seaton Hall\_\_\_\_\_
  - c. \_\_\_\_Keller Hall\_\_\_\_\_
  - d. \_\_\_\_\_Brannon Building\_\_\_\_\_

Your signature below indicates that you (student/athlete) and your parent/guardian have read the book, understand it, and agree to comply with all regulations as stated in the Athletic Handbook.

Please return this form signed before the first game of the season. Failure to do so will result in the athlete's inability to participate.

\_\_\_\_\_  
Athlete's Name:

\_\_\_\_\_  
Athlete's Signature:

\_\_\_\_\_  
Guardian's Name:

\_\_\_\_\_  
Guardian's Signature:

\_\_\_\_\_  
Guardian's Cell Phone:

\_\_\_\_\_  
Guardian's Email Address:

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



**STRENGTH DOESN'T COME FROM WHAT YOU  
CAN SEE OR HEAR —  
IT COMES FROM WHAT YOU BELIEVE YOU CAN  
DO.**