



# Softball Manual 2010-11

**MSHSAA**  
Missouri State High School Activities Association

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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**Please note the Changes to the Softball Playoff Format  
located on Page 7\*\*\***

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## PURPOSE AND PHILOSOPHY

- A. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- B. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is its primary philosophy and purpose.
- C. **PURPOSE OF DISTRICT AND STATE CONTEST:** There are two primary purposes that justify and cause District and State events to be desirable. Those purposes: To provide opportunities to demonstrate before the public the best knowledge, skills and emotional patterns taught through a particular sport; to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, District and State athletic contests cannot be completely justified. It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance-and keep in proper perspective-the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.
- D. **SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coach's respect for others and school property is necessary in order to instill in their players a respect for others and school property. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression for the entire school.
- A school also should inform its players, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booming of officials leads to booming of coaches and players, this has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

## SECTION 1: REGULAR SEASON

- A. **Field Qualifications:** Recommendation for regular season **REQUIRED for post season.**
1. The field must have an outfield fence (the recommended distance is 200 feet (185 ft-235 ft); a permanent fence is preferred). A school cannot host without a fence.
  2. The facility must have a means to charge admission.
  3. A facility with lights is preferred, but not required.
  4. The field shall not include a baseball mound. A school cannot host if the field has baseball pitchers mound.
  5. Multiple fields at one facility are preferred, but not required.
  6. Restrooms and concession stands are preferred, but not required.
- B. **Game Balls:** Each team shall furnish two official top-grade softballs for each game in the District tournament in which the team participates. Balls for the District championship, Sectional, Quarterfinal and State games will be furnished by the MSHSAA. The MSHSAA official fast pitch softball is the only ball that may be used in District, Sectional, Quarterfinal, and State games.
- The official softball for the 2010 State tournament series is the **Worth PX2RYL**.
- Player Equipment (Rule 1-4 thru 1-8): Catchers shall wear a protective mask with throat protector, head protector (with double/dual ear flaps), body protector, and protective shin guards.
1. The mask must be worn during warm-up pitches. Note: Any player warming up a pitcher at any location within the confines of the field shall wear a mask and throat protector.
  2. A catcher's throat protector is mandatory equipment and must be part of the mask. The commercially manufactured catcher's head, face, and throat protector may be a one-piece design or a multi-piece design. The catcher's helmet and mask combination must meet the NOCSAE standard (NOCSAE permanent stamp) and have full ear protection.
  3. Each on-deck batter, batter, runner, and players/students in coaches boxes shall wear a head protector with extended ear flaps.
  4. Batting helmets shall bear the NOCSAE permanent stamp and exterior warning label. Note: **Effective January 1, 2006, NOCSAE approved face mask/guards are required on all fast pitch batting helmets.**
  5. The team at bat shall be responsible for retrieving foul and pass balls.
- C. **Umpires:** Only MSHSAA registered umpires shall be contracted. Two umpires shall be used in all District tournament games up to the final game. Three umpires shall be hired for the District championship game. Three umpires shall be used in the Sectional, Quarterfinal, and State games. Caution shall be taken not to contract officials who might have a conflict of interest, i.e., host team personnel, local resident, relative, graduate, etc. The proper uniform of an umpire consists of a powder blue shirt (by Missouri adoption, the shirt may be a light blue "Pro Knit Mesh" pullover) and heather gray slacks. All members of an umpiring crew must be dressed alike.
- D. **GAME LENGTH:**
1. 7 Innings: All MSHSAA tournament games shall be seven innings and shall have precedence over any regularly scheduled games or other local school activities. (At least 4-1/2 innings constitutes a regulation game.)
- I. Rule 4-2-3: Permitted game-ending procedures:
- a. 15 runs after 3 innings or 10 runs after 5 innings
  - b. The NFHS 1½-hour time limit game-ending procedure may be instituted for regular season tournament games (games played in the MSHSAA District-State series may not utilize this option).
  - c. A varsity game may be ended at the conclusion of the inning, if after 1 ½ hours of play, the game has not entered the sixth inning and the opposing schools have prior mutual agreement by a written contract.
- II. Rule 4-2-6: The NFHS tie-breaker game-ending procedure may be instituted for regular season tournament games (games played in the MSHSAA District-State Tournament series may not utilize this option), with the application of the tie-breaker occurring after seven innings or a 1½ -hour time limit.

III. Rule 4-4: All protests are to be resolved at the contest. The MSHSAA Board/Staff shall not review protests.

E. **Warm-up Procedure:** Recommended for the regular season and throughout the MSHSAA series the following warm-up procedure shall be in effect unless weather conditions would require a change in this procedure. This procedure shall begin 25 minutes prior to the starting time of the game.

1. The home team shall be scheduled for the first infield practice not to exceed ten minutes.
2. The visiting team shall then be scheduled for infield practice not to exceed ten minutes.
3. Following the completion of infield practice by both teams the game umpires, team coaches and captains shall meet at home plate to discuss ground rules and present each team's starting line-up and batting order five minutes before game time. NOTE: If line-ups are to be announced the schedule may be adjusted for submitting line-ups to the announcer to allow time to prepare for announcing purposes. The official line-up is that submitted to the umpire-in-chief.

4. ALL AIR-DRIVEN OR MECHANICAL AIR HORNS OR SIRENS OF ANY SIZE ARE PROHIBITED AT DISTRICT AND STATE TOURNAMENT SERIES GAMES AND THIS PROHIBITION IS RECOMMENDED DURING THE REGULAR SEASON.

H. FORFEITED AND SUSPENDED GAMES:

1. Forfeited Game: A game shall be forfeited if a team fails to report within fifteen minutes, after the set starting time and no contact has been made. Host schools or tournament managers will make the final decision on the forfeit. Every effort should be made to contact a late team.
2. Suspended Game: The Board of Directors has adopted the following provisions for a Suspended Game. This adoption applies to all interscholastic games including tournament games. It provides that if a game is called because of darkness, rain, or other causes before the completion of the number of innings required to determine a winner, or if it is called when the score is tied at the end of an inning, the game shall be considered a Suspended Game, and shall be continued from the point of suspension at a later time. When play is continued, the line-up and batting order shall be exactly the same as at the moment of suspension, subject to the rules governing the game. For example, if a team, while on defense, has been charged with two conferences, it is allowed only one more charged conference when the Suspended Game is continued. If a player has entered as a substitute and has been removed from the game, he cannot reenter when the game is continued. Even though a game is played during two different days, all playing regulations apply as if the game were continuous and being played during one day.

3. SUSPENDED GAME PLAY SITUATIONS:

PLAY (1) Sixth inning begins with H-6, V-5. Visitors score one run in their half of the sixth and: (a) H has not scored; or (b) H has scored one run. RULING: In (a), the score reverts to H-6, V-5.

In (b), the final score is H-7, V-6.

PLAY (2) Sixth inning begins with score H-5, V-6. Visitors do not score in their half of the sixth inning. Game is called when only one or two are out in the last half of the sixth and: (a) H has not scored; or (b) H has scored one run. RULING: In (a) final score is H-5, V-6. In (b), score is H-6, V-6. A winner cannot be determined, resume game from point of interruption.

PLAY (3) Sixth inning begins with score H-5, V-5. Visitors score 4 runs in their half of the sixth inning and have runners on base with two outs when game is called. RULING: A winner cannot be determined, resume game from point of interruption.

PLAY (4) Game called before the completion of 4 1/2 innings for any reason. RULING: Resume game from the point of interruption (suspended game).

PLAY (5) Game called at any time for mechanical failure (i.e. artificial lights, water systems, etc.)

RULING: Resume game from the point of interruption (suspended game).

PLAY (6) Game called because of weather or darkness any time after 4 1/2 innings (regulation game) where a winner can be determined (see play 1 and 2).

RULING: Completed game.

- I. When a team must play two consecutive games, a minimum of thirty (30) minutes must be allowed between games unless the participating teams mutually agree to a lesser time.
- J. A team faculty coach who occupies a coaches' box during any game in the State tournament series shall be clad in school colors or in white, black, gray, or khaki. It is strongly recommended that coaches dress in this same attire or official softball uniform throughout the regular season.

## SECTION3: CRITERA FOR POSTSEASON

### A. GENERAL INFORMATION

1. Tournament Assignments and Host Schools: All schools that registered for girls fall softball on the Sports on the MSHSAA web-site will be assigned to a District softball tournament. In addition to registration, each school must have scheduled half the allowable contests in order to be eligible to participate in Districts as provided in MSHSAA By-Law 312. Assignments and host schools for the District tournaments will be mailed separately. A team may not participate unless assigned to a tournament by the Board of Directors. The District, Sectional and State tournaments will be administered under a two year (2010-11 and 2011-12) classification plan based on the enrollment in grades 9-12. Schools shall be divided equally into four classes for softball as follows: Class 1; Class 2; Class 3; Class 4
  2. The Board of Directors in June of 1999 adopted the following policy on the location of District, Sectional, and State meet sites. "Competition sites for all district and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border only in cases where the school's facility is contiguous to the school campus but physically located beyond the border."
  3. **Field Qualifications: REQUIRED to host a post season game:**
    - a. The field must have an outfield fence (the recommended distance is 200 feet (185 ft-235 ft); a permanent fence is preferred). A school cannot host without a fence.
    - b. The facility must have a means to charge admission.
    - c. A facility with lights is preferred, but not required.
    - d. The field shall not include a baseball mound. A school cannot host if the field has baseball pitchers mound.
    - e. Multiple fields at one facility are preferred, but not required.
    - f. Restrooms and concession stands are preferred, but not required.
- B. Tournament Format: There will be 16 district tournaments, 8 sectional games, 4 quarterfinal games, and a state tournament in each class. Two district winners will compete in a sectional game with the sectional winners advancing to the quarterfinal game. Quarterfinal winners will advance to the semifinals and finals to be held at Killian Park in Springfield. A third place game will be played in all classes, weather permitting. If one day of the state tournament is rained out, the championship game will be played, at the championship site, as soon as conditions permit. The third place game will be cancelled.

## SECTION3: DISTRICT ENTRY PROCEDURE

- A. District Entry Procedure—Beginning with the 2010 MSHSAA District and State Tournament Series, all school/team district entries shall be submitted on-line. District entry forms will no longer be accepted via fax or e-mail. The on-line guide for accomplishing this entry procedure can be found on the MSHSAA web site by following these steps:
1. Log on to your school page as the Athletic Director/Coach
  2. Under "Sports and Activities" select the link "District Entries"
  3. Click on Girls Softball
  4. Complete the screens as listed.

Be sure to complete your **Official Recommendations, District Eligibility Roster, Season Record and Pass Lists** by the indicated individual deadlines as instructed on the screen.

All eligible players shall be listed on the roster at the time of the beginning of each tournament (The District Tournament is one tournament and the Sectional, Quarterfinal, and State games are independent events.) No new players may be added to the roster once the team has participated in the respective tournament. Example: A coach may add a player to the roster at the completion of the District tournament prior to participating in the Sectional game. The district winners report will be utilized to create the State Program and changes will not be made.

- B. Tournament Squad: No limit is placed on the number of players that may be in uniform for any one-tournament game.

- C. **LATE ENTRIES:** Managers are allowed to accept late entries until the time the meeting to draw the District tournament bracket commences. A late entry penalty fee of **\$50.00** shall be assessed for late entries. No entries will be accepted after the meeting to draw the District tournament brackets. The District Manager shall notify the MSHSAA regarding any late entries for the tournament.

A. GENERAL INFORMATION

1. Tournament Assignments and Host Schools: All schools that checked girls fall softball on the Sports Registration Entry Form will be assigned to a District softball tournament. In addition to registration, each school must have scheduled half the allowable contests in order to be eligible to participate in Districts as provided in MSHSAA By-Law 312. Assignments and host schools for the District tournaments will be mailed separately. A team may not participate unless assigned to a tournament by the Board of Directors. The District, Sectional and State tournaments will be administered under a two year (2010-11 and 2011-12) classification plan based on the enrollment in grades 9-12. Schools shall be divided equally into four classes for softball as follows: Class 1; Class 2; Class 3; Class 4

- B. The Board of Directors in June of 1999 adopted the following policy on the location of District, Sectional, and State meet sites. "Competition sites for all district and state series events shall be conducted within the state boundaries. However, an event may be hosted beyond the state border only in cases where the school's facility is contiguous to the school campus but physically located beyond the border."

A. DISTRICT TOURNAMENT:

1. Tournament Committee: The manager shall select two or four school representatives (principal, athletic director or coach) from other participating schools to serve with him/her as a district tournament committee. As many conferences as possible shall be represented and at least one coach shall be included on the committee.
2. District Committee Duties: In general, committee members shall assist the manager in the administration of the tournament. The committee shall also make any necessary rulings regarding grievances which may arise during district seeding or the progression of the tournament. Committee members and district coaches should be called upon to assist in the planning, preparation, and management of the tournament.
3. Seeding Meeting: The participating coaches present shall rank teams for seeding purposes. The teams shall be ranked fairly regardless of how it may affect each coach's team. This process shall be for each coach to rank each team in the district excluding his/her own team, from top to bottom on a secret ballot that will then be published in open forum and tallied to determine the overall seeding. When ranking the teams, the committee shall take into account each team's won-lost record (varsity games only), head to head competition, caliber of competition, and common opponents they have played over the season. If a tie should occur in this seeding process, the tournament committee shall look at the tied teams only and their individual seeds from the other schools in the districts to break the tie. Based upon each ballot, the tied teams would be assigned one or two points based upon their relative seeds. The team with the fewest points shall be awarded the higher seed. Should a tie still exist, the tournament committee shall determine the seeds of the tied teams. A tournament committee member whose team is involved in the tie shall abstain. The tournament committee shall have the authority to throw out a ballot that is obviously cast to negatively influence the seeding process. The committee shall reserve the right to accept or reject the coaches' recommendations. This specific procedure shall be followed by district manager.
4. Placement on Bracket: All teams shall be seeded by the committee. In districts of eight or less teams, the teams shall be placed on the bracket according to seeding as illustrated by the sample 8 team bracket in the back of this manual; any byes are to be given first to the first-seeded team, then to the second-seeded team, etc. In districts of nine or more teams the teams shall be placed on the bracket according to seeding as illustrated by the sample sixteen-team bracket in the back of this manual; any byes are to be given to the first-seeded team, then the second-seeded team, etc. Districts with 4 or less teams will be placed on the bracket according to seeding.
5. Team Withdrawal: If a team withdraws from the district tournament after the seeding meeting all teams seeded below the team withdrawing shall be moved up one seed to fill the vacated spot. For example if the 6th seeded team withdraws from the tournament the 7th and 8th seeded teams would be moved up to the 6th and 7th spots on the bracket.
6. Inform Media: A copy of the bracket should be released by the committee to the major newspapers and radio stations covering the tournament area. Participating schools should also release it to their local news media.
7. Tournament Planning: Plans for the tournament should also be reviewed at the seeding meeting. Coaches should be called upon to assist in the planning, preparation, and management of the tournament. Tournament umpires should be chosen at this time.

## SECTION 4: CHAMPIONSHIP SERIES SCHEDULE

(District Tournament thru the State Championships)

### A. DISTRICT SOFTBALL TOURNAMENT SERIES

1. When it becomes necessary to postpone an event, the local manager should check with the MSHSAA Office. Rescheduling on Sunday should be avoided unless absolutely necessary and then only after getting approval of all participating schools remaining in the tournament.
2. Schedule: The principals and coaches are requested to follow the schedule in this manual.
  - a. District tournament games shall be played on Wednesday, October 6, Thursday, October 7, Friday, October 8, and Saturday, October 9.
  - b. Postponed games shall be played on the earliest possible date following the postponement.
  - c. It is strongly recommended that if District games are to be played in the afternoon of a school day, they be limited to one game per day at each site when possible, and not start before 3:30 p.m. If lights are available a second game may be played. If multiple fields are available additional games may be scheduled following the 3:30 p.m. starting time.
  - d. By mutual agreement, the two participating schools may switch the site for a game. This would normally result from one school having inadequate facilities or because of inclement weather. District games may be played between two teams at a central location or at one of the other facilities in order to hold down travel. All games, however, shall be coordinated by the District manager. All game officials shall be approved, registered and contracted by the District manager.
3. A deviation from the pre-scheduled District softball playing dates by the participating District teams due to an extreme conflict must be approved in advance by the District tournament manager and tournament committee. If necessary the change shall be approved by the MSHSAA Office.
4. The host school shall be responsible for notifying the opposing school of the game time as far in advance as possible. The notice shall permit adequate time for pregame preparations.
5. First and second place plaques will be awarded at the District tournaments. The District plaques will be mailed directly to the manager of the District tournament.
6. A \$4.00 admission fee shall be charged for persons age six and up.

### B. SECTIONAL AND QUARTERFINAL GAMES

Sectional—1.) The host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

Quarterfinal—The host team for the quarterfinal round will be determined by the following:

- 1) If one team has hosted a sectional game and the other has not; the team that did not host the sectional game will host the quarterfinal game.
  - 2.) If both teams have hosted or both have not hosted the sectional game the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years will host the quarterfinal game.
2. The Sectional games shall be played on Wednesday, October 13 and comprised of the winners of the following Districts in each class:
    - a. Sectional No. 1 - Districts 1 & 2
    - b. Sectional No. 2 - Districts 3 & 4
    - c. Sectional No. 3 - Districts 9 & 10
    - d. Sectional No. 4 - Districts 11 & 12
    - e. Sectional No. 5 - Districts 5 & 6
    - f. Sectional No. 6 - Districts 7 & 8
    - g. Sectional No. 7 - Districts 13 & 14
    - h. Sectional No. 8 - Districts 15 & 16
  3. The Quarterfinal games shall be played on Saturday, October 16 and comprised of the winners of the following sectionals in each class:
    - a. Quarterfinal No. 1 - Sectionals 1 & 2
    - b. Quarterfinal No. 2 - Sectionals 3 & 4
    - c. Quarterfinal No. 3 - Sectionals 5 & 6
    - d. Quarterfinal No. 4 - Sectionals 7 & 8
  4. Sectional and Quarterfinal games shall be scheduled to insure that teams traveling will not be put at a disadvantage by an early or late starting time. The MSHSAA shall have final approval of the time schedule.
  5. A \$6.00 admission fee for sectionals and \$6.00 for quarterfinals shall be charged for persons age six and up.

### C. 2010 MSHSAA State Softball Tournament Schedule

Killian Park, Springfield, MO  
Friday, October 22, 2010

Umpires Meeting - 8:15 a.m. at the Killian Park

Class 3 and Class 4 Coaches Meeting 9:00 a.m. at Killian Softball Complex  
Note: Team pictures taken just before warm-ups

#### SESSION I

9:00 a.m. Admission gates open  
10:00 a.m. Field 1 Class 3 #1 Semifinal (Quarterfinal winner #1 vs. #2)  
10:00 a.m. Field 2 Class 3 #2 Semifinal (Quarterfinal winner #3 vs. #4)  
11:00 a.m. Field 3 Class 4 #1 Semifinal (Quarterfinal winner #1 vs. #2)  
11:00 a.m. Field 4 Class 4 #2 Semifinal (Quarterfinal winner #3 vs. #4)

**Warm Up Field Schedule—TBA**

Class 1 and Class 2 Coaches Meeting – 11:30 a.m. at Killian Softball Complex  
Note: Team pictures taken just before warm-ups

1:00 p.m. Field 1 Class 1 #1 Semifinal (Quarterfinal winner #1 vs. #2)  
1:00 p.m. Field 2 Class 1 #2 Semifinal (Quarterfinal winner #3 vs. #4)  
2:00 p.m. Field 3 Class 2 #1 Semifinal (Quarterfinal winner #1 vs. #2)  
2:00 p.m. Field 4 Class 2 #2 Semifinal (Quarterfinal winner #3 vs. #4)

**Warm Up Field Schedule—TBA**

#### Third Place (Championship Field)

1:00 p.m. Class 3 Third Place  
2:45 p.m. Class 4 Third Place  
4:30 p.m. Class 1 Third Place  
6:15 p.m. Class 2 Third Place

**Warm Up Field Schedule—TBA**

#### Saturday, October 23, 2010 Championship

##### SESSION II

9:00 a.m. Admission gate opens  
10:00 a.m. Class 3 Championship  
Noon Class 4 Championship  
2:00 p.m. Class 1 Championship  
4:00 p.m. Class 2 Championship

**Warm up Field Schedule—TBA**

Future state schedule classification rotation:

2011 Class 4-Class 1-Class 2-Class 3  
2012 Class 1-Class 2-Class 3-Class 4  
2013 Class 2-Class 3-Class 4-Class 1  
2014 Class 3-Class 4-Class 1-Class 2

2. Trophies will be presented to the four semifinalist teams along with individual team medals. (Spectators are not permitted on the game fields during or after awards ceremonies).
  - a. Eighteen team medals presented for Class 1 teams with one medal for the head coach and one medal for the assistant coach.
  - b. Twenty medals for the Class 2, Class 3, and Class 4 teams, which includes one medal for the head coach and one medal for the assistant coach.
3. A \$7.00 admission fee shall be charged per session at the State Tournament for person age six and up.

# **APPENDIX A**

## **CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL**

### **Education**

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians is key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete’s physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official’s organization will require annual concussion training and maintain a signed head injury information sheet for each official.

### **Recognition and Evaluation of the Athlete with a Concussion**

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, (Certified Athletic Trainer) ATC, or physician on site should evaluate the athlete in a systemic fashion:
  - a. Assess for airway, breathing, and circulation (basic CPR assessment)
  - b. Assess for concussion
    - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
    - ii. A conscious athlete with no neck pain can be further evaluated on the sideline. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include:

<b><u>PHYSICAL</u></b>	<b><u>COGNITIVE</u></b>	<b><u>EMOTIONAL</u></b>
Headache	Feeling mentally “foggy”	Irritability
Nausea/Vomiting	Feeling slowed down	Sadness

Dazed/Stunned  
Balance problems  
Visual problems  
Fatigue  
Sensitivity to light  
Sensitivity to noise

Difficulty concentrating  
Difficulty remembering  
Forgetful of recent information  
Confused about recent events  
Answers questions slowly  
Repeats questions

More emotional  
Nervousness

#### 4. Evaluation

- a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT2 are effective assessment tools that are readily available and can assist with the assessment.
- b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.

#### 5. Management of a Concussion and Return to Play

- a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
- b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. **“WHEN IN DOUBT, SIT THEM OUT!”**
- c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.
- d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
- e. An athlete must be asymptomatic at rest and with exertion prior to return to play
- f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS (nfhs.org), and may be used to guide return to play following medical clearance.

## APPENDIX B

**HAZARDOUS WEATHER CONDITIONS:** In case of inclement weather, the host school manager shall determine whether a game will start and so notify the referees and opposing school. The district will not adopt a provision that if one game is postponed, all games in that district are postponed on that date. Make arrangements with referees to pay only travel expenses if they drive to the site and the game is not started. If the game is started, the referees working the game will be paid for that contest but will not receive a second payment for completing the game at a later date other than travel expenses. In situations where a referee has a conflict on the day in which the game is rescheduled and another official works the game he will be paid a game fee and travel expenses.

The host school principal or his designated representative and the head official have mutual authority to delay the start of a game any time weather conditions are considered to be hazardous to life or limb. Likewise, the head official, once a game has started, has the authority, by rule, to suspend a game anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress, where the administration feels safety is questionable and the game officials have not acted, the host principal or his/her designated representative will intervene by informing the head official who shall suspend the contest.

Develop criteria for suspension and resumption of play:

1. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
2. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash or lightning is witnessed prior to resuming play.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.

If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc. which make it desirable to try to complete the game and the principals of both schools or their designated representatives choose to ask for an additional 30 minutes of waiting time, the head official may grant that request. If the principals of both schools or their designated representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. (See *Section 1-B-4* for what constitutes a completed game.) The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which would have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.