

VIRGINIA HIGH SCHOOL LEAGUE, INC.

# POLICY MANUAL

2009-10



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# 2009-10 VHSL ATHLETIC/ACTIVITY POLICY MANUAL

Compiled by Sharon Condoulis  
Edited by Tom Zimorski and Ken Tilley

Sections 1 through 135 of this VHSL Athletic/Activity Policy Manual correspond to Sections 1 through 135 of the 2009-10 VHSL HANDBOOK for ease of comparison. Sections 200 through 300 of this Manual stand alone.

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## *VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL*

### **PREFACE**

This manual is designed to assist in the orientation of Executive Committee members and member school principals as well as providing pertinent information related to the general operation of the VHSL.

The policies as found in this policy manual are adopted by the Executive Committee of the Virginia High School League with due regard for the VHSL By-Laws and all policies prescribed in the VHSL HANDBOOK. All new policies and procedures or any change in established policies and procedures within the VHSL must be authorized by the Executive Committee for inclusion in the policy manual. No new policies and procedures, nor any changes in existing policies and procedures, may be effected by letter, memorandum, or telephone, except as authorized by the Executive Committee or Membership.

The Executive Director of the League is the policy link to the League's administrative staff, clerical staff, and the League's member schools. Acting within the guidelines of League and Executive Committee policy, the Executive Director makes internal policy.

The policies and procedures contained in this manual supersede all policies and procedures otherwise or previously issued. Any member school principal or member of the League staff who wishes to establish new policies and procedures, or make a change in existing policies and procedures will submit a proposal to the Executive Director in writing for reference to the Executive Committee or Membership.

Any action or communication based upon an interpretation of either VHSL HANDBOOK policy or this policy manual will be cleared with the Executive Director, and in some instances an assistant director, in advance.

Oral interpretations by the Executive Director and the assistant directors shall not be regarded as binding, but merely advisory, and shall not be considered official. If later committed to writing, however, such interpretations shall have the same force and effect as other written interpretations.

Written interpretations by the Executive Director, or assistant director in his/her area of responsibility, shall be official and binding on member schools unless and until they are challenged by written request for a hearing by the Executive Committee or an Appeals Committee, as authorized in Section 15-2-3 (4) and Section 33 of the VHSL Handbook.

## *PHILOSOPHY/MISSION STATEMENT*

The overall basis for interpretations and included policies rises from the philosophy and mission statement below.

### **PHILOSOPHY**

The VHSL, composed of member schools in the state of Virginia, believes:

- That it is the function of the VHSL to attempt to provide programs which best fit the needs of eligible students.
- That competition is desirable in a democratic society and is best conducted under the spirit and letter of the rules provided to govern each activity.
- That the opportunity to participate should be available in individual and team events allowing for the unique differences in talents and abilities of students served.
- That good sportsmanship, fair play, honesty, and respect for others shall be evident in all participants at all levels of competition.
- That governance of all activities shall be through the democratic process with equal voice and vote for all member schools and equal right of appeal through due process.
- That activities shall be supervised, directed and officiated by individuals trained in their respective fields of service.
- That communities served shall be informed as to the function, operations, and management of this organization.
- That the scope of sponsored activities educate our youth to the need for trained minds and healthy bodies.

Furthermore, the VHSL believes in:

- providing educational opportunities for students beyond the classroom.
- ensuring fairness and equity through safe competitions.
- paving the way for personal growth.
- offering opportunities for students to develop teamwork and leadership skills.
- promoting sportsmanship, ethics and integrity.
- building better citizens through student activities.
- providing the means whereby all coaches in VHSL schools are trained in fundamental coaching competencies (9-02).

### **MISSION STATEMENT**

“The Virginia High School League is an alliance of Virginia’s public high schools that promotes education, leadership, sportsmanship, character and citizenship for students by establishing and maintaining high standards for school activities and competitions.”

# 2009-10

## VHSL ATHLETIC/ACTIVITY

### POLICY MANUAL

(Items in parentheses represent the date of the Executive Committee meeting at which the policy was adopted.)

#### **SECTIONS 1-4: OFFICERS AND ADMINISTRATION.**

**2-1-2 Officiating Permitted** (5-76) – VHSL staff members are permitted to serve as VHSL game officials.

**4-5-5 NFHS Summer Meeting Attendance Policy** (5-91) – Those authorized to attend the summer National Federation meeting are:

- (a) All Assistant Directors and the Executive Director each year.
- (b) The VHSL Chairman (in a change year for the Chairman, the incoming Chairman).

**4-5-2 Voting Delegate** (6-71) – The Executive Director is the official voting delegate for the League at the National Federation of State High School Association's semi-annual meetings. In his absence, the designated Assistant Director or VHSL Chairman shall be the alternate delegate.

#### **SECTIONS 5-25: BY-LAWS.**

**8-1-1 APPLICATION For VHSL Membership** (5-92)– Shall require the school board chairman's signature.

#### **SECTION 9: FINANCES.**

**9-1-1 Finance Committee** – The Finance Committee is the agent for administering the League's finances. It shall meet prior to the Executive Committee meetings for the purpose of reviewing various functional reports. It reports to the Executive Committee its findings and recommendations on reports. It refers the budget to the Executive Committee for adoption. Expenditures from the Contingency Fund, short of designated funds authorized by the Executive Director to disburse, shall come to the attention of this committee.

**9-1-1 Audit** (3-93) – Effective with FY93 the Finance Committee plans an external audit yearly. Audits will be conducted between July 1 and October meeting.

**9-1-1 Budget Report To Membership** (9-74) – The final budget will be presented at the last Executive Committee meeting before July 1 of each year.

**9-1-1 Fines Collection** (9-96) – All schools are expected to pay fines. If fines or other charges are not paid within 30 days, a second request will be sent to the appropriate superintendent for collection. Schools have 60 days from the initial billing to pay fines. A 10% fee may be

## BY-LAWS

assessed unpaid accounts. Collection of fines can include withholding team reimbursement and could result in loss of playoff privileges and loss of membership. Any hardship situation may be presented in writing to the executive director for consideration of waiver.

**9-1-1 Benefit Game Income (5-02)** – Starting FY03 Benefit Game income may be earmarked for the VHSL Foundation.

**9-1-1 Payment of Event Personnel(3-00)** – In response to discussions with IRS officials, the League developed policies to ensure that payment of VHSL event personnel is in compliance with IRS requirements.

**9-5-1 Budget (12-02)** – Staff salary steps with pay bands were approved subject to a satisfactory evaluation and approval of the annual budget by the Executive Committee.

**9-5-1 TRAVEL PER DIEM (5-08)** – Beginning FY09 VHSL will reimburse an authorized traveler 50 cents per mile round trip and up to \$35 per day for meals (with receipts) for administrative and committee travel, and up to \$40 per day for conference travel.

### **SECTION 12: EXECUTIVE COMMITTEE.**

**12-3-1 Personnel and Finance Committees** – The Personnel Committee, at least three of whom will be principals, should include the League Chairman and two members each from the Finance Committee. The Finance Committee could be seven members: three principals, one from each classification; two superintendents; and two others from among the activities director/DOE/citizen/General Assembly mix. Preference would be given to members with seniority, and the rotation should allow for experienced members on both committees to insure maximum effectiveness. The Personnel and Finance Committees shall be standing committees with appropriate representation.

**12-3-1 Crisis Management Committee (12-04)** – This shall be a standing committee to include the three Group Board chairmen, the League chairman, one VIAAA representative and three at-large members of the Executive Committee. The committee is empowered to act on behalf of the full Executive Committee to deal expeditiously with any potential crisis that may have statewide implications.

**12-4-1 (Executive Committee Duties) Advisory Committees (12-08)** – At the discretion of the Policy Committee chair, an advisory committee may make a presentation to the full Executive Committee.

**12-3-2 Authority on Unclassified Tournaments** – Only the Executive Committee has the authority to set policy for unclassified tournaments.

**12-4-1 Public Meetings (9-78)** – The state Executive Committee is required to hold at least one announced public meeting each year to receive citizen input.

**12-4-1 Executive Committee Meeting/Public Notice (1-97)** – The “Concerns of Public” agenda item is reserved for the purpose of receiving citizen input on the operation of the League and concerns from the public. The League Chair reserves the right to change the times listed on any VHSL Executive Committee agenda depending upon the time constraints during the meeting. The following guidelines shall be used.

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**GUIDELINES FOR PUBLIC COMMENT  
BEFORE THE VHSL EXECUTIVE COMMITTEE**

1. The VHSL Executive Committee is pleased to receive public comment at each of its regular meetings. In order to allow the Committee sufficient time for its other business, the total time allotted to public comments will generally be limited to thirty (30) minutes. (12-05) Individual speakers and/or groups will be limited to three minutes. There will be no discussion by the Executive Committee during this time. Individuals and/or groups will provide the VHSL with information regarding their presentation in advance in writing. Presentations will be included in the agenda.
2. Those wishing to speak to the Committee should contact Ken Tilley, VHSL Executive Director, or Lora Bickley, Administrative Assistant, at 434-977-8475. Normally, speakers will be scheduled in the order that their requests are received until the entire allotted time slot has been used. Where issues involving a variety of views are presented, the Committee reserves the right to allocate the time available so as to insure that the Committee hears from different points of view on any particular issue.
3. Speakers are urged to contact Mr. Tilley or Ms. Bickley in advance of the meeting. Because of time limitations, those persons who have not previously registered to speak prior to the day of the Committee meeting cannot be assured that they will have an opportunity to appear before the Committee.
4. In order to make the limited time available most effective, speakers are urged to provide multiple written copies of their comments or other materials amplifying their views.

**12-7-1 TRAVEL REIMBURSEMENT** (3-95) – Beginning in 1995-96, members will be reimbursed for travel expenses only for the time spent for required duties.

**17-3-1 GROUP BOARD OFFICERS/Succession** (3-94) – When a vacancy arises, all officers below the vacancy move up and the new representative fills the delegate-at-large office.

**18-4-1 REGIONAL COUNCIL DUTIES/”Recognition” of VHSL Activity** (2-91) – If a region holds a championship in a particular sport not covered by the HANDBOOK, it may request HANDBOOK provisions for that sport.

**18-5-1 Public Meetings** (9-78) – Each VHSL district and regional council is required to hold at least one announced public meeting each year to receive citizen input.

**18-6-1 Regional Director’s Fee Limitations** (5-96 and subsequent adjustments)– The regional tournament director’s fee, including any fees for an assistant director, shall not exceed the state director’s fee, unless the excess is paid from the region’s 65% share. Please see the VHSL website for a listing of approved fees ([www.vhsl.org/Prinwkbk.htm](http://www.vhsl.org/Prinwkbk.htm)) and then select items under Financial Policy, Forms and Fees).

*BY-LAWS*

**SECTION 19: DISTRICT COUNCILS.**

**19-3-1 Broadcast/Telecast Fees** – Any fees for district broadcasts or telecasts of any event will be set by the appropriate district council.

**19-3-1 Discipline Against Individuals (1-71)** – Since schools (not individuals) join the League, any punitive action taken should be against the school rather than against an individual. On the other hand a member school can readily be advised that failure on its part to take action against employees or students can result in the entire school being penalized for the failure of one or more individuals.

**19-3-1 Crowd Control (5-72)** – For district events, the appropriate district council has the same responsibility for crowd control as a school hosting a game during the regular season.

**19-3-1 Tournament Entry Certification** – Principals are required to certify entries for district level activities, but athletic directors or coaches may certify entries from the district level to the regional level and from the regional level to the state level.

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**SECTIONS 26-27: SCHOOL RULES INTERPRETATIONS.**

**27-1-6 PRINCIPAL'S RESPONSIBILITY RULE/Activities** (9-93) – MELs are required for non-athletic VHSL participants in debate, forensics, theatre festival and scholastic bowl, but not for publications staffs and creative writing.

**27-1-7 PRINCIPAL'S RESPONSIBILITY RULE/Master Eligibility Lists** (9-77) – To correct the birth date of a student reported on a Master Eligibility List, the principal shall file with the Executive Director a copy of the student's birth certificate from the Bureau of Vital Records and Health Statistics.

**27-2-3 (3) COACHES RULE/Interpretation**—A VHSL registered coach is one who (1) through a special request by the school principal and division superintendent has been registered with the VHSL Executive Director for one sport season, (2) has been apprised of the VHSL rules pertaining to the specific sport/activity; and (3) has full coaching status as determined by the local school board. A volunteer coach is one who (1) does not meet any of the VHSL Coaches Rule criteria, (2) is not registered with VHSL, (3) is not allowed to be on the team bench, sidelines, in the press box, in the locker room or involved in any way during any VHSL contest and (4) is allowed to help the coach or team during practice sessions.

**27-2-4 COACHES RULE** (3-05) – Coaches of both sideline and competitive cheer squads are required to attend VHSL-sponsored rules clinics.

**27-3-1 STATE COMPETITION RULE/Approved Non-League Opponent** – Executive Committee waived the State Competition Rule so that VHSL schools may compete in athletics with (1-73) Tangier High School, (12-77) with Virginia School at Hampton, (12-04) with Virginia School for the Deaf and Blind (Staunton) and Mt. Rogers.

**27-3-3 STATE COMPETITION RULE/ Membership in Allied Organizations** (3-72) – VHSL member schools can join the Virginia Soccer League provided the Virginia Soccer League's constitution is not in conflict with the VHSL's constitution. This ruling established the precedent for VHSL schools to join other organizations whose constitutions are not in conflict with VHSL's.

**27-3-3 (5) STATE COMPETITION RULE** (3-04) – Schools in the Northern Neck District and Region A may play against individuals and club teams sponsored by Colonial Beach High School.

**27-4-1 STATE SANCTION RULE** (12-99)—When approving the sanction of an event that includes Virginia private schools, the Executive Director will include the following statement on the sanction form Remarks Section. "Virginia private schools that do not follow rules in VHSL Handbook Appendix B must be identified so that VHSL schools can decide if they want to compete." The Director must include the listing of private schools by category to the school seeking sanction for distribution to all invited schools so invitees may decide whether or not to compete.

**27-4-1 STATE SANCTION RULE/Fees** (5-99)—Beginning August, 1999, VHSL will not charge its processing fee for events requiring National Federation (NFHS) sanction. (12-03) VHSL fee is \$25 for requests received by the VHSL more than 15 days prior to the event and \$100 if received within 15 or fewer days before the event.

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**27-4-4 STATE SANCTION RULE/Violations** (10-78) – VHSL sanctioned events must operate according to VHSL rules and regulations. If errors occur in a VHSL sanctioned meet and the sponsoring organization does not take action to correct the errors, then VHSL sanction of events by that same organization would be withheld in the future.

**27-6-1 Officials Rule/School Notification** – A list of officials, by VHSL classification within each officials association, will be made available for each sport during that sport's season. An official's classification is based on registration, exam score and state rules clinic attendance.

**27-6-4 Registration Fees** (5-02) – Fees include liability insurance protection. Please see the VHSL website for a listing of approved fees (<http://www.vhsl.org/Prinwkbk.htm>) and then select items under Financial Policy, Forms and Fees).

**27-6-5 State Clinician Assignment** (5-92) – Staff members are to advise the Executive Director when there is a change in state clinician assignments.

**27-6-6 Uniform, Girls Gymnastics** (9-78) – Girls Gymnastics officials shall wear a navy blue blazer with a VHSL official's emblem.

**27-7-1 SPORTS SEASON RULE** (5-02) – The Executive Director has authority to approve early season football games with out-of-state schools.

**27-7-1 SPORTS SEASON RULE/Waiver** (2-96) – Early season requests will be approved by the Executive Director only in emergency and dire circumstances.

**27-7-1 SPORTS SEASON RULE/Waiver** (3-06) -- Beginning in June 2006 VHSL schools may participate in the US Rowing Youth Invitational Championship provided the meet is properly sanctioned, and this exception needs to be requested each subsequent year.

**27-7-1 SPORTS SEASON RULE/Postseason Invitational** (3-95) – VHSL schools are allowed to participate in selected postseason invitational tournaments sanctioned by the VHSL Executive Director in those sports which do not have a VHSL state culminating event. Approved postseason tournament games are not counted in the maximum number of games permitted for the regular season schedule. Approval for these events will be considered for an event that (a) includes a maximum of eight VHSL high schools in team sports and an unlimited number of schools in individual sports, (b) uses the single elimination format, and (c) is scheduled no later than the end of the VHSL sports season.

**27-8-1 OUT-OF-SEASON PRACTICE RULE** (5-94) – See Appendix 5.

**27-13-6 SPORTSMANSHIP RULE/Player Ejection Rule** (5-94) – The following would NOT be considered reason for player ejection for an unsportsmanlike act.

- (1) A basketball player who collects five personal fouls and must therefore leave the game.
- (2) If a technical foul results in the fifth foul on a basketball player and thus that player is disqualified from the game but the act which resulted in the technical foul would not have normally led to an ejection.

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**27-13-6 SPORTSMANSHIP RULE/Player and/or Coach Ejection Penalty (4-00)** – Players and coaches who are ejected from a contest for unsportsmanlike conduct and are ineligible for the team's next contest(s) . . . must sit out the next contest(s) played by the same team, meaning that if the ejection is from a varsity contest, the penalty is applied to the next varsity contest(s); a junior varsity ejection means the penalty is applied to the next junior varsity contest(s). Further, the penalty means a LOSS of one or two contests under the Contest Limitation Rule, and a player could not suit up for games at another level of competition to replace those he/she is required to sit out.

**27-13-7 SPORTSMANSHIP RULE/Player Ejection for Soccer (12-97)** – A player receiving a yellow-red is disqualified from that contest, may be substituted for and may play the next contest. An ejection report is not required. Any player who receives a single red card (which includes taunting) is ejected from that contest, a substitution is not allowed and that player is ineligible for the next contest. An ejection report must be filed by the school and the officials association.

**27-13-8 SPORTSMANSHIP RULE (3-00)** – As an adjunct to the VHSL Code for Interscholastic Athletics, the League has endorsed and adopted the operating principles of the Arizona Sports Summit Accord (<http://www.charactercounts.org/sports/accord.htm>).

**27-13-9 SPORTSMANSHIP RULE/Enforcement (5-72)** – For district, regional or state events, the appropriate district council, regional council or League staff has the same responsibility for crowd control as a school hosting a game during regular season.

**27-15-1 SAFETY/Emergency Plans (3-05)** – Schools are required to have an appropriate emergency action plan to address sports risks.

**27-15-1 SAFETY/Crowd Control (5-95)** – VHSL staff will prepare a Crowd Control brochure, including procedures to insure safety of game officials. Schools which have a problem with violence or which have been sanctioned for sportsmanship violations may be required to attend a workshop conducted by the League staff. Failure to attend could result in further sanctions.

**27-15-1 SAFETY/Infectious Disease (1-93)** – The Infectious Disease Policy, recommended by the Sports Medicine Committee, was adopted. See Appendix 2.

**27-15-1 SAFETY/Tobacco Use (3-02)** – The use of tobacco products by student participants, coaches and underage fans is prohibited at any VHSL-sponsored or sanctioned event.

**27-15-1 SAFETY/Steroid (9-05)** -- Member schools are required to develop an education program outlining the dangers of steroids for all student athletes and administer such a program at the start of each sports season.

**28-1-1 BONA FIDE STUDENT RULE/Diploma (2-89)** – A student who takes classes at school "A" but gets his diploma from school "B" is ineligible at "A" since the State Department requires that a student receive his diploma from the school that carries him on its roll.

**28-1-2 BONA FIDE STUDENT RULE/Exception (5-94)** Students from Mount Rogers High School are permitted to participate in cross country at Grayson County High School.

## *RULES AND REGULATIONS*

**28-1-3 BONA FIDE STUDENT/Governor's School (1-93)** – A student attending the Governor's School shall be eligible at the Governor's School if the Governor's School offers any type of athletic program. If no program is offered in any sport/activity, the student would be eligible at his/her home school.

**28-1-4 BONA FIDE STUDENT RULE/Home School (5-90)** – Home School students are not eligible because they fail to meet the requirements of this rule.

**28-4-1 SCHOLARSHIP RULE/Block Scheduling (5-94)** – When a school offers four classes each semester (block scheduling), students must pass three of these four classes to be eligible the following semester. There is no yearly eligibility option (combine first and second semester passing grades), since this block scheduling is on a "stand alone" semester grade basis.

**28-4-2 (1) SCHOLARSHIP RULE/Late 9th Grader (3-98)**– A student is eligible under the Scholarship Rule when he/she enters public school for the first time as a ninth grader at the beginning of the second semester (after being home schooled).

**28-4-2 (2) SCHOLARSHIP RULE/8th to 10th Grade (9-91)** – An eighth grade student who is placed in the tenth grade is immediately eligible and has eight semesters of eligibility remaining.

**28-4-2 (4) SCHOLARSHIP RULE/Special Education (5-92)** – Exception 6 applies to ALL students, not just special education students.

**28-4-3 (1) SCHOLARSHIP RULE/Summer School Credit (5-92)**– A student who passes two one-semester courses in summer school is considered to have passed two subjects toward eligibility; while a student who passes one annual-credit course in summer school is considered to have passed only one subject toward eligibility.

**28-4-3 (3) SCHOLARSHIP RULE/Subjects Taken (1-90)** – A student remains eligible if he/she passed 6 subjects the first semester, two of which are yearly subjects that he/she subsequently drops and replaces with two other subjects for credit.

**28-6-1 (1) TRANSFER RULE/Move Requirement (1-71)** – A student who moves from one school to another with no move on the part of his parents is ineligible. This student can become eligible immediately when his parents move to the zone served by the student's new school.

**28-6-1 (2) TRANSFER RULE/State Event Qualifier (5-94)** – Students who transfer to another VHSL school after qualifying to the state tournament are not allowed to participate in cross country, wrestling, indoor and outdoor track/field, tennis, golf, gymnastics, forensics and debate; parents or students may request a hardship based on the circumstances for the move.

**28-6-2 (6) TRANSFER RULE/Foreign Student (3-93)** – A foreign student who is not under any foreign exchange program and who transfers to a VHSL school in January is not eligible for spring sports, unless the parents move into the school's zone.

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**28-7-1 (1) SEMESTER RULE/8th to 10th Grade (9-91)** – An eighth grade student who is placed in the tenth grade is immediately eligible and has eight semesters of eligibility remaining.

**28-7-1 (2) SEMESTER RULE/Foreign Exchange Students (1-90)** – A foreign exchange student from a school that normally graduates after 11 years, who repeated a grade in elementary school and therefore has been enrolled 12 years, is eligible to compete as long as the Semester Rule has not been violated.

**28-7-1 (3) SEMESTER RULE/Graduated Seniors** – A student who is eligible for a spring sport playoff remains eligible throughout that playoff from the standpoint of the semester rule even if graduation occurs prior to the conclusion of the playoff. (Note: This situation is not uncommon for seniors in baseball and softball playoffs.)

**28-9-1 (1) PHYSICAL EXAMINATION RULE/Emancipated Student (8-96)** – An emancipated student may sign the parental section of VHSL Form No. 2.

**28-9-1 (2) PHYSICAL EXAMINATION RULE/Licensed Nurse Practitioner (9-93)** – LNPs under the supervision of a chiropractor are not authorized to sign the physical form.

**28-9-1 (3) PHYSICAL EXAMINATION RULE/Transfer Student (10-90)** – When an out-of-state student who has received a current physical examination elsewhere transfers to Virginia and attaches proof of that physical examination to the League's Form No. 2, the student is in compliance with physical examination requirements.

**28-10-1 (1) AWARDS RULE/Gifts (10-92)** – A student is not in violation of the Awards Rule by accepting tennis shoes for participation in outside competitions or for being selected as an outstanding member of a high school team.

**28-10-1 (2) AWARDS RULE/Grants-in-Aid (1-72)** – Even though grants-in-aid at various colleges are open competitively to students of more than one school, they are not in violation of the League's Awards Rule.

**28-10-1 (3) AWARDS RULE/State Wrestling (2-94)** – Awards for most valuable wrestler(s) and those given by non-school groups are not allowed.

**28-10-1 (4) AWARDS RULE SANCTION/Waiver (5-75)** – An officials' association may present awards to a school or individual at the district and regional levels, but not at a state event.

**28-11-1 INDEPENDENT TEAM RULE/Boys Home (10-92)** – Alleghany County has students who live at Boys' Home and who want to play on the Boys' Home team when Alleghany is not scheduled. The Executive Committee agreed that they not be permitted to play on the Boys' Home team when it engages in competition with VHSL schools.

**28-12-1 (1) ALL-STAR PARTICIPATION RULE/Junior Nationals (5-95)** – Athletes participating in USOC-sponsored Junior National events are not in violation of this rule.

**28-12-1 (2) ALL-STAR PARTICIPATION RULE/Olympic Teams** – Athletes trying out for USOC teams are not in violation of this rule.

*RULES AND REGULATIONS*

**SECTIONS 29-33: PENALTIES/PROTESTS/APPEALS**

**30-5-1 (1) PENALTIES/Fines (10-97)** – The maximum is \$100 if multiple ineligibles compete in the same contest.

**30-5-3 (1) PENALTY/False Information (02-96)** – The penalty (ineligibility at any VHSL school for one year) for giving false information will apply for all VHSL activities (athletic and non-athletic).

**32-1-1 (1) PROTEST FILING/Acceptable Protests (5-89)** – Regarding school and individual protests, a violation of a HANDBOOK regulation can be protested, but any other policy can not be protested to the League.

**33-5-5 Independent Hearing Officer Costs (5-09)** – Appellants must submit a \$350 deposit prior to the scheduling of any hearing.

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**SECTIONS 50-88: ATHLETIC RULES INTERPRETATIONS.**

**54-1-1 ATHLETIC PROGRAM/Authenticating Mark** (12-98) – Beginning August, 1999, VHSL will comply with the National Federation Authenticating Mark Program. (3-00) Violations will result in a \$25 fine to the host school.

**54-2-1 PARTICIPATION LIMITATIONS/Girls on Boys Teams** (2-95)– If a school offers a team for girls but not at the comparable level (sub-varsity or varsity) which would permit girls to participate, girls are permitted to play for the comparable boys team.

**54-2-1 PARTICIPATION LIMITATION/Baseball vs. Softball** (3-91) – A recent Office of Civil Rights Ruling on Title IX provides that softball and baseball are not “comparable” sports. Therefore, if a school sponsors both softball and baseball, a girl must be allowed to tryout and, if judged to have the ability, be allowed to be a member of the school’s boys baseball team.

**54-2-1 PARTICIPATION LIMITATION/Girls on Boys Cross Country Teams** (9-75) – A girl who is a member of the boys cross country team may not compete in an invitational tournament designated for girls only. A separate division for girls at a cross country invitation meet is appropriate for schools that have both a separate boys team and a separate girls team or for schools that have only one team – a girls team.

**54-5-1 ADOPTION OF STATE TOURNAMENT** (9-99) – To expand girls athletic opportunities the Executive Committee approved adoption of an unclassified Field Hockey Tournament in 2000-01, Group A Girls Soccer Tournament in 2001-02 and a UNC Girls Golf Tournament in 2002-03.

**54-5-1 STATE PAIRINGS** (9-05) -- State pairings for 2005-06 through 2016-17 in the sports of basketball, baseball, field hockey, soccer, softball, tennis and volleyball are posted on the VHSL website for each of those sports.

**54-6-4 JAMBOREES/Fee** (12-99) – Any VHSL school participating in an out-of-state jamboree is required to pay \$100 processing fee, but VHSL will not collect 20% of net income.

**54-6-4 JAMBOREES/Exceptions** (5-80) – The Executive Director may grant specific exceptions to the playing rules when he/she sanctions jamborees. The Executive Director may also make appropriate exceptions in reference to out-of-state schools when sanctioning jamborees.

**54-6-4 JAMBOREES/Fees** (5-95) – Effective with the 1995-96 school year schools requesting jamborees must submit a fee of \$100 with their request. If the League’s share is more than \$100, the \$100 fee will be applied to the amount owed the VHSL; otherwise, the fee will be a part of the jamboree expenses.

**54-8-1 CONTEST LIMITATIONS** (5-95) – Any school that schedules a contest and then cancels or forfeits it cannot add another contest to its schedule.

**56-4-1 BASEBALL/Doubleheaders** (5-00) –By mutual agreement of the competing schools, doubleheaders may consist of only five (5) innings per game.

## ATHLETIC ACTIVITIES

**56-4-2 BASEBALL/Suspended Game Rule (5-96) – (5-96)** – Prior to the start of the season, a district council may adopt for its district games (only) the following suspended game rule.

A game called for any reason where a winner cannot be determined, or any game called at any time for mechanical failure (i.e., artificial lights, water systems, etc.) will be treated as a suspended game. The game will be continued from the point of suspension, with the lineup and batting order of each team exactly the same as the lineup and batting order at the moment of suspension subject to the rules of the game.

**56-8-1 BASEBALL/Determining State Championship (12-01)** – If the first game of the state semifinals has been played and the second semifinal is postponed, the state director can reschedule the second game no later than 1:00 p.m. on Saturday and play the championship game at 7:00 p.m. on Saturday.

**62-2-1 CHEER/State Date (9-05)** -- The State Cheer Competition in 2006-07 and subsequent years shall be the 12th Saturday of the football season.

**68-3-1 FOOTBALL POINT RULE (3/06)** – When a thirty-five (35) point differential is reached at half-time or at any point during the second half, the game clock will continue to run anytime there is an incomplete pass or the runner goes out of bounds. Should the point differential subsequently be reduced to less than thirty-five points, game officials will discontinue the use of this timing adjustment. This adoption will be utilized only during regular season games and at all levels (varsity and sub-varsity). This adjustment may not be utilized when Rule 3-1-3 is in effect.

**68-4-1 FOOTBALL/Officials Associations (3-98)** – Associations shall meet with every football team prior to the team's first game to discuss safety, sportsmanship and rules. Voluntary for 1998 and mandatory starting in 1999.

**68-6-2 (1) FOOTBALL/Schedule Change Responsibility (1-73)** – In reference to schools adding to or changing their football schedules after those schedules have been submitted to the League office, it is the responsibility of both schools concerned to report to the League office additions to or changes in their football schedules.

**68-6-2 (2) FOOTBALL/Schedule Waiver (9-90)** – The requirement that schools must report scheduled games prior to September 15 may be waived if schedule changes are necessary because opponents discontinue fielding a team.

**68-6-2 (3) FOOTBALL/Ratings (10-93)** – Rating points shall not be assigned for an opponent's 11th game.

**68-6-2 (3) FOOTBALL/Out-of-State Football Schedules (9-05)** – For counting out-of-state school's 10 games of an 11-game schedule, use the following criteria: (a) if a game occurs before the first contest date set by the VHSL, it is not counted; (b) if no game is played before the first contest date set by VHSL, do not count the 11th and subsequent games.

**70-1-1, 70-6-1 (6) GOLF/Carts (9-94)** – The Executive Director can approve use of golf carts for disabled players if proper documentation is provided.

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**70-3-1 GIRLS GOLF (12-05)** – Approved the following guidelines to establish a stand-alone girls golf program:

1. 18-hole (two 9-hole stipulated rounds) zone qualifiers will be used to determine entrants into the VHSL State Girls Open.
2. Qualifying will remain on an individual basis, with the possibility of team competition and/or championships at the zone level within zones where an adequate number of golfers from the same schools participate.
3. Suggested "zones" (as determined by past participation in the girls open) are as follows:
  - a. Zone 1 -- Regions D, III, IV and NW
  - b. Zone 2 -- Northern Region
  - c. Zone 3 -- Regions B, C, II and Central
  - d. Zone 4 -- Regions A, I and Eastern
4. The zone qualifiers will be run between 10/2/06 and 10/12/06, and will not conflict with boys golf tournament dates.
5. The number of golfers advancing from each zone qualifier will be based on the number of golfers entered; 40% of the field in each qualifier will advance.
6. Exemptions will be offered to any who
  - a. participates in her Region golf tournament as one of the top six players on her boys team; or
  - b. qualifies as an individual to the Region golf tournament
7. The expense of the Zone qualifiers will be borne by the host regions.
8. Girls should be permitted to play on their boys golf teams until such time as a viable stand-alone program for girls exists.

**77-4-1 LACROSSE/Eyewear (3-04)** – The use of eyewear is required in practices as well as in games.

**78-4-1 SOCCER/Regular Season Suspended Game Rule (9-89)** – In the event a game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has been played (the game's official outcome shall be the score as it stands at the point of suspension). If less than 1/2 of the game is played, it shall be rescheduled from the start.

**79-1-1 SOFTBALL/Double first base (9-99)** – Schools may use a double first base.

**79-1-1 SOFTBALL/Doubleheaders (5-00)** – By mutual agreement of the competing schools, doubleheaders may consist of only five (5) innings per game.

**79-4-2 (1) SOFTBALL/Suspended Game Rule (5-96)** – Prior to the start of the season, a district council may adopt for its district games (only) the following suspended game rule.

A game called for any reason where a winner cannot be determined, or any game called at any time for mechanical failure (i.e., artificial lights, water systems, etc.) will be treated as a suspended game. The game will be continued from the point of suspension, with the lineup and batting order of each team exactly the same as the lineup and batting order at the moment of suspension subject to the rules of the game.

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**79-8-1 SOFTBALL/ Pitching Machines** (2-91) – Pitching machines are prohibited in the state playoff games.

**80-2-1/80-3-1 SWIMMING AND DIVING** (9-05) – It is required by all member schools sponsoring swim/dive teams to use the National Federation whistle starting protocol at all dual, district, regional and state championship meets.

**80-3-1 SWIMMING AND DIVING** (9-05) – The mandatory use of Hy-Tek Software by teams submitting entries in the VHSL state swim and dive meets.

**80-3-1 SWIMMING AND DIVING/State Championship** (9-03) – Reduced from four to three the number of relay teams and from eight to six the number of individuals qualifying from region to state.

**82-3-3, 82-4-1, 82-5-1, 82-6-1 TENNIS/Tournament Format** (9-00) – A team match shall end when one school wins five matches. No longer will it be required to play out all team matches. The consolation matches in individual singles and individual doubles will not be played. This proposal is made at the request of tennis coaches, players and long-time observers.

**82-6-1 TENNIS/Tournament Format** (12-05) – Beginning with the 2005-06 school year, the Group AAA State Tennis Individual Championships will be extended to a three-day format.

**86-1-2 VOLLEYBALL/Libero Player** (3-05) – The libero player may be used in boys and girls volleyball.

**86-2-1, 86-3-1 VOLLEYBALL/Officials** (5-98) – Four certified volleyball officials are required for all district, regional and state playoff matches.

**86-1-3 VOLLEYBALL/Length of Matches** (12-04) – Districts are allowed to approve two-out-of-three game matches in regular season play.

**86-1-4 VOLLEYBALL/Match Scoring** (9-03) – Prior to the start of the season, a district council may adopt a modified match format for series other than dual-varsity matches; the match format for non-district, non-dual varsity matches (including invitation tournaments) shall be set by the host school. Match format in volleyball would include the number of points that constitute a game and the number of games that constitute a match, but would not include the manner in which points are scored. Districts could opt, for example, to play non-varsity matches in a best two-out-of-three games format, with each game played to 21 points (rally scoring). Districts cannot, however, modify the manner in which points are scored. All games, varsity and non-varsity, must be scored using rally scoring. Traditional (side-out) scoring is not an option.

**88-2-2 WRESTLING/Match Limitations** (3-83) – Wrestling teams may participate in tournaments as long as they do not exceed 5 matches per day in a 2-day tournament.

**88-2-1 WRESTLING/Videotaping** (1-82) – Wrestling teams may videotape regular season wrestling matches as permitted by the National Federation Wrestling Rules book.

**88-4-1 WRESTLING** (3-06) – It is a requirement for all wrestlers wearing dental braces to use a mouth guard. This is an attempt to decrease bleeding injuries.

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**SECTIONS 100-101: DRAMATIC ACTIVITIES.**

**SECTIONS 110-116: FORENSIC ACTIVITIES.**

**111-4-1, 111-5-1 FORENSICS/Director Attendance** (9-95) – Every district and region forensics director shall attend one of the speech rules clinics. If a director is unable to attend, the district or region should consider replacing him/her.

**117-1-1 DEBATE/State Recognition** (5-02) – In any year in which a Group A debate team does not finish first or second in AA/A Classic Policy Debate or in A/AA Contemporary Policy Debate, the one top Group A or AA team in each event shall be recognized and awarded medals.

**117-3-1 DEBATE/Source Materials** (3-06) – Any student who opts to use a laptop in Policy, Lincoln-Douglas, or Student Congress debate competition must provide his or her own laptop and is not allowed connectivity to other computers, persons, or the Internet. The penalty for students found using connectivity will be immediate disqualification from the tournament and forfeiture of all rounds. Use is limited to the taking of notes and for the retrieval of evidence that the student has pre-written and stored on the laptop. Students are also responsible for their own battery and power; tournaments are not responsible for providing outlets.

**117-10-2 DEBATE TOURNAMENTS/Substitutions** – Debate teams advancing from the district to the regional tournaments and from the regional to the state tournament are expected to remain intact. However, under unusual circumstances a school may substitute one member of a team advancing to the next tournament. Such circumstances as illness or an unexpected family commitment may justify a substitution. A substitution may not be allowed for a debater who is aware of another commitment on the dates of the regional or state tournament at the time of entry into the district tournament.

If a substitution for one member of a debate team is necessary, the principal may call the League office and explain the circumstances giving the name of the student unable to attend the tournament and the name of that student's replacement. The decision on the substitution will be based on the information given. If a first- or second-place team is unable to advance to the regional or state tournament, the third-place team in the district or regional tournament may replace the team unable to attend. No replacements beyond third-place teams will be allowed. If a team member is replaced for the regional tournament, he may not rejoin the team for the state tournament.

**117-11-1 DEBATE TOURNAMENT/Limitations** (2-89) – This section was interpreted to address individual and two-person team limits rather than the total number of debate tournaments a school may enter.

**SECTIONS 120-122: LITERARY ACTIVITIES.**

**121-2-1 CREATIVE WRITING/Eligibility** (9-93) – Creative writing students are exempt from the eligibility rules.

**121-6-1 CREATIVE WRITING/Judgments** (1-90) – Creative writing competition judges rate the top eight schools in each classification.

## DRAMATIC/SPEECH/LITERARY ACTIVITIES

**122-3-1 PUBLICATIONS/Eligibility (9-93)** – Publication staffs are exempt from the VHSL eligibility rules.

### **SECTIONS 130-135: AWARDS RECOGNITION.**

**Section 134 Special Recognition (10-94)** – VHSL recognition will be given when criteria is met and not necessarily when the recipient retires. (1-96) – Recognition will be determined by a special selection committee.

**134-1-6 Larry Johnson SMAC Award (9-03)** – This award may be presented annually for significant contributions to the health and safety of VHSL participants.

**134-1-7 Wachovia-VHSL Stay In The Game Awards (7-98)** – This award is presently annually to schools who receive no player or coach ejections for the current school year.

**134-1-8 Claudia Dodson VHSL SEI Award (12-04)** – The Claudia Dodson VHSL Sportsmanship, Ethics and Integrity Award was revised to a self-assessment format.

**134-1-9 Wachovia Cup Points** – Winners of the Wachovia Cup are determined by a point system based on performance in VHSL state competitions. Schools can earn points for outstanding participation in athletic competition as well the five academic activities involving team champions — scholastic bowl, creative writing, debate, theatre and forensics. Points are awarded on the following basis: first place, 50; second place, 45; third place, 40; fourth place, 35; fifth place, 30; sixth place, 25; seventh place, 20; and eighth place, 15. Points (5th through 8th place) will be awarded to teams reaching regional finals, in lieu of state quarterfinals, in football and tennis. Scoring for publications is based on the ranking earned in the League's evaluation service: Trophy Class, 35; First Place, 20; Second Place, 5. Fifty points are also awarded to every school that wins the VHSL SEI Award.

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### **SECTION 200: CORPORATE SPONSORS.**

**200-1-1 Accrual to VHSL (3-89)** – In all considerations for tournament balls or corporate support, proceeds must accrue to the VHSL and not to specific schools or individuals. (Exception: Baseball 10/92)

**200-2-1 Corporate Sponsor Approval (9/97)** – The League Chairman and Finance Chairman have authority to approve sponsors.

**200-4-1 Income Subsidization (5-83)** – The staff is encouraged to seek subsidies for VHSL programs.

**200-5-1 Team Uniform Logo (10-95)** – Schools may obtain uniforms from corporate sponsors and may display logos on uniforms as long as they conform to National Federation rules.

**200-5-1 Team Uniform Logo (9-05)** – Approved the Jamestown 2007 Commemorative Patch for use by schools.

### **SECTION 210: LEGAL.**

**210-1-1 Freedom of Information Act (9-73)** – The Attorney General's office ruled that for the purposes of the Freedom of Information Act, a VHSL member school could be treated as an employee and those portions of the Act permitting executive or closed meetings as they relate to employees could be exceptions applicable to the League.

**210-2-1 Lobbying (9-81)** – In response to a question as to whether elected representatives of the League or the Executive Director need to register as a lobbyist, the VHSL attorney has advised that:

“Neither the Virginia High School League, its employees, elected officers or counsel need to be registered as a lobbyist pursuant to Section 30.28.01 et. seq. of the Code of Virginia. My rationale is that no employee, officer or counsel is employed or retained for compensation to lobby and none of these persons has any duties which include lobbying. Furthermore, none of these individuals receives compensation or substance specifically for lobby duty. None of these individuals will expend in excess of \$100.00 for lobby purposes as defined by the Code.”

**210-2-2 VHSL Lobbyist (9-92)** – VHSL will not hire a lobbyist to assist in relations with the General Assembly.

**210-2-3 Non-discrimination Policy (12-01)** – An alliance of member public high schools, the Virginia High School League serves a diverse population and respects that diversity in all League activities. The Virginia High School League encourages equity awareness and supports compliance with Title IX among its member schools.

### **SECTION 220: REGIONAL EVENTS.**

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**220-1-1 Awards Procurement (1-81)** – Regions may procure their awards from their own supplier; but if a region uses a supplier other than the VHSL state supplier, that region must commit its intent in writing to the Executive Director by December 1 of the preceding year. This deadline allows staff time to send out bids and receive them for the May Executive Committee approval and allows latitude for the regions to secure better prices or quality.

### **220-2-1 Authority/Responsibility**

**220-2-2 Broadcast/Telecast Fees** – Any fees for regional broadcasts or telecast of any event will be set by the appropriate regional council.

**220-2-3 Crowd Control (5-72)** – For regional events, the appropriate regional council has the same responsibility for crowd control as a school hosting a game during the regular season.

**220-4-1 Expense Limitations** – The following expenses may not exceed the state limitations unless the excess is paid from the region's 65% share of the net income.

**(1) Facility Rental** – Field or court facility rental may not exceed the regular season game rental for high school facilities. Use of municipal facilities must be authorized by the Executive Director.

**(2) Personnel Fees** – Tournament personnel fees may not exceed the customary and normal fees of a regular season contest.

**(3) Other Costs** – Costs for such items as lights, field maintenance and clean-up may not exceed the customary costs of a regular season contest.

**(4) Film/Scouting Costs** – All expenses for films and/or scouting must be paid from the region's 65% share of the net income.

**(5) Team Travel Reimbursement** – See the "VHSL State Team Travel Reimbursement Schedule." Regional team travel reimbursement may not exceed the state schedule, unless the excess is paid from the region's 65% share of the net income.

**(6) Hospitality Costs (5-88)** – Hospitality food and hostess costs may not exceed \$100 per session for the sports of basketball and wrestling and \$75 per session for gymnastics and volleyball unless the excess is paid from the region's 65% share of the net income. Hospitality costs for all other sports must be paid from the region's 65% share of the net income.

**220-5-1 Financial Reports** – Any tournament charging an admission fee must submit a tournament report (even if a deficit) to the League office.

**220-5-2 Filing Deadline (12-03)** – Each regional financial report, with appropriate check if one is due VHSL, must be submitted to the VHSL office within three calendar weeks after the event has ended; a three-week grace period may be permitted by the Executive Director upon request. A \$100 fine may be imposed on the region that has not submitted its reports and tournament proceeds within the grace period.

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**220-5-3 Team Travel Shares from Region (2-78)** – Those regions paying money to teams advancing to the state level must take those funds from the region's 65% and not from the region's total event expenses.

**220-6-1 Regional Postponement Policy** – In case of extreme weather conditions which imperil travelers attempting to reach the regional event site, the regional director has permission to postpone the regional event, and therefore the state event entry form deadline, one day at a time, excluding Sundays, until the day preceding the state event. If the regional event is delayed beyond the adopted regional deadline, the regional director is required to advise the Executive Director of the postponement and required to call in, deliver or fax the regional results to the state event director as soon as the regional event is completed. In addition, the regional director is required to mail, email, deliver or fax the results to the VHSL office.

In the event that the regional event director cannot meet the "day preceding the state event" deadline, he/she shall call the Executive Director to request a delay in the state event so that the regional qualifiers will be eligible for the state event. If at all possible the Executive Director and the state event director through consultation with the Group Board Chairman and VHSL Chairman shall reschedule the state event.

**220-7-1 Tournament Entry Certification** – Principals are required to certify entries for district level activities, but athletic directors or coaches may certify entries from the district level to the regional level and from the regional level to the state level.

**220-8-1 State Event Responsibility (5-93)** – Regions failing to identify coordinators for regional activities are responsible for obtaining all materials from VHSL office in person.

**220-9-1 Videotaping (3-02)** – Filming or videotaping of games/contests for scouting purposes is limited to the schools that are participating in the event. Schools not competing in the event may not film or tape the event.

### ***SECTION 300: STATE EVENTS.***

**300-1-1 Admission Prices** – Please see the VHSL website for a listing of approved fees ([www.vhsl.org/Prinwkbk.htm](http://www.vhsl.org/Prinwkbk.htm)) and then select items under Financial Policy, Forms and Fees).

**300-1-5 Recognized Passes** – The current year's membership card of ACTIVE members as follows. When presented with a valid photo ID, each card will be recognized for one admission. The VHSL Honored Guest Card will be recognized for two admissions.

1. VHSL Card – Superintendents and Member School Principals (assistant superintendents and member school assistant principals by request)
2. VHSL Honored Guest Card – Special Guests
3. VHSL State Event Pass (purchased through member school or officials association) (9-01) – (also may be sold to middle school administrators and local city council members)
4. VHSL State Event Pass – State Clinicians – complimentary (9-00)
5. VHSL State Event Pass – Commissioner of Officials Association (complimentary) (9-02)
6. VHSCA Card – High School Coaches who are active VHSCA members

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7. VHSCA Life Member Card – Special Guest
8. VIAAA Card – Athletic Directors and Asst. Athletic Directors who are active VIAAA members
9. VIAAA Life Member Card – Athletic Directors and Asst. Athletic Directors
10. NATA Card (National Athletic Trainers Association) – Trainers (5-92)
11. VSBA Card – School Board Members (5-96) and, by superintendent request, non-VSBA school board members (9-01)

Cards not recognized include any stamped “Allied” or “Associate” from the above listing as well as college coaches, VASSP, professional teams scouts, middle school principals, SDE regional personnel (5-92), faculty, district and/or regional cards. Membership cards are not transferable (5-96).

**300-1-6 Cheerleader Admissions** – The number of cheerleaders permitted to represent each team in the state basketball tournament shall be whatever number each district has as a limit for the teams in that district tournament but no more than 20 “free” admissions (and two coaches). (5-90) Cheerleaders at the state basketball tournament are authorized admission on their school’s “day off.”

**300-1-7 Children Age 6 and Under** – For general admission seats, children age 6 and under may be admitted free if accompanied by a paying adult.

**300-1-8 Senior Citizens** (3-82) – No discounts are provided for senior citizens.

**300-1-9 Ticket Refunds** (9-93) No refund is allowed for rain outs; ticket stubs will be recognized for admission for continued game.

**300-1-10 Reentry Policy** (12-03) – Because of the differing nature of team and individual tournament formats, uniqueness of facilities, and local security policies, a general re-entry policy is not feasible. A re-entry policy that would permit spectators to re-enter an event without paying a new admission fee will be decided on a case-by-case basis. The policy on whether or not re-entry will be permitted would be communicated in the tournament format and posted at the tournament entrance for each event. If re-entry is not permitted, spectators who leave the premises and subsequently return will be required to purchase a new ticket.

**300-2-1 Authority Designation** (3-78) – Each group board will establish its own date and site for each individual state championship that is not set by the Executive Committee; the Executive Committee has the authority to set dates and sites for multiple group championships, to set sites and dates in emergency situations, to set sites for state soccer and wrestling championships and beginning 9-94 has authority to set pairings. If the situation involves only one board, the board officers have authority to set the site and date.

**300-2-2 Game Time** (9-99) – Boys and girls basketball and soccer state tournament game times shall be rotated so each group is given opportunity to play “prime time” games.

**300-3-1 Awards** (5-88) – The VHSL staff will select or approve all persons who present awards at VHSL state championship events. (1-76) Only official VHSL awards or VHSL sanctioned awards will be presented at any VHSL state athletic event. (2-94) – Awards for most valuable wrestler(s) and those given by non-school groups are not allowed.

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**300-4-1 Bands** (5-83) – Participating schools' pep bands are allowed at state tournaments with limitations such as not playing during live ball situations, etc.

**300-5-1 Banners and Signs** (5-83) – Stationary signs are permissible if they are in good taste as determined by the state event director and provided they do not block spectators' view.

**300-6-1 Basketball Nets** (1-76) – The state basketball tournament director must inform all involved teams that the League will not permit team members to cut down basketball nets, but that basketball nets will be awarded to the victorious teams following the tournament games, if requested.

**300-7-1 Broadcasts/Telecasts** – Charges for radio broadcasts and television telecast of state events are as follows. No advertising for tobacco products, alcoholic beverages or patent medicines may be associated with any broadcast/telecast. A check made payable to VHSL, Inc. shall be presented to the site Tournament Director prior to the broadcast, telecast, taping or filming. Telecast fees not shown below shall be set and approved by the Executive Director. (9-79) – The Executive Director, in consultation with the director of an event, may authorize arrangements to televise on a live or delayed basis a VHSL state or sectional event. Fees for district and regional events are to be set by the appropriate district or regional council.

**300-7-2 Fee Schedule for Radio Broadcast** –Per Game Per Station Outlet – \$50 (10-02)

**300-7-3 Fee Schedule for Telecast** – Please see the VHSL website for a listing of approved fees ([www.vhsl.org/Prinwkbk.htm](http://www.vhsl.org/Prinwkbk.htm)) and then select items under Financial Policy, Forms and Fees).

**300-7-4 Telecasts on Public Access Television Channels** (10-02) – A request by an individual, station or company that seeks the right to record and telecast a state playoff contest on a delayed basis only on a cable channel restricted for public, educational or governmental use ("PEG") shall be governed by this section. The fee charged for telecasting on a PEG channel on a delayed basis shall be the same fee as charged for a radio broadcast. In addition, the broadcaster must sign an agreement that restricts the use of the taped material to be aired on a delayed basis only on a PEG channel and provides that a minimum of three VHSL-approved promotional spots shall air at no charge to VHSL in conjunction with the telecasting of the contest with at least one airing immediately preceding the start of the telecast of the game.

**300-7-5 Webcasting** (3-03) – There shall be a \$50 fee for any electronic broadcasting (webcasting) of any VHSL state event.

**300-8-1 Certified Athletic Trainers' Fees** (4-01) – Please see the VHSL website for a listing of approved fees ([www.vhsl.org/Prinwkbk.htm](http://www.vhsl.org/Prinwkbk.htm)) and then select items under Financial Policy, Forms and Fees).

**300-9-1 Cheerleaders** (5-93) – Cheerleaders shall cheer from an area designated by the director.

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**300-10-1 Directors' Fees** (5-96) – Directors of state events will not be paid their fees until all required reports are submitted and reconciled at the VHSL office. Reports are due to the VHSL office within 10 days of the event, or the Director's fee will be decreased 50% (9-94). Please see the VHSL website for a listing of approved fees ([www.vhsl.org/Prinwkbk.htm](http://www.vhsl.org/Prinwkbk.htm)) and then select items under Financial Policy, Forms and Fees).

**300-11-1 Game Balls** (7-01) – The official game balls are as follows.

Baseball – Wilson A1010	Soccer – Optima (9-05)
Basketball Boys – Wilson B0700	Softball – Wilson A9011SST
Basketball Girls – Wilson BO701	Tennis – Wilson (5-04)
Football – Wilson (5-04)	Volleyball – Wilson i-COR

**300-12-1 Hospitality Costs** (5-88) – Hospitality food and hostess costs may not exceed \$100 per session for the sports of basketball, swim/dive and wrestling and \$75 per session for gymnastics and volleyball. (5-90) A \$125.00 honorarium is authorized for the state basketball tournament hospitality food procurer. (7-01) A \$100 honorarium is authorized for the state swim/dive.

**300-13-1 Merchandising Program** (1-77) – The sale of any VHSL items with either the VHSL seal, name or event on them is prohibited unless specifically approved by the Executive Committee. (5-82) The Executive Director may approve the sale of souvenir items at VHSL events as long as approval is reported to the Executive Committee.

**300-13-2 Contract With Host School** (5-91) – Schools hosting VHSL state events shall be required to enter into a contractual agreement with the VHSL in which VHSL requirements and expectations of current merchandisers and/or corporate sponsors are defined. Failure of a host school to fulfill the requirements of the contract will subject the school to review by the Executive Committee. In cases of review, the Executive Committee shall have the authority to impose financial penalties on the host school commensurate with the damages to the VHSL. The host school contract, which is to be signed by the principal, should include a note that the principal will review the contract with the event director.

**300-14-1 Officials for State Events** – Are assigned as follows.

**300-14-2 Officials Assignment For Football** (1-77) – Officials for state semifinal and state championship football games will be assigned from the association which serves that classification and which has not worked for either team involved in the regular season.

**300-14-3 Officials Assignment for Boys and Girls Basketball Tournaments** (5-94) – For quarterfinal games, assign a three-person crew from a neutral association (5-94) of both competing schools; or if both schools use the same association and both schools agree, assign a three-person crew from the mutual association. For the semifinal and championship games, the assigned crew will include one official from three different associations. Neutral officials will be used, except in the case of emergency, local officials may be used.

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**300-14-4 Officials Assignment for Baseball and Softball Tournaments (5-94)** – For quarterfinal games, neutral officials will be used; except in the case of emergency, local officials may be used. For the semifinals and championship games, the assigned crew will include one official from the three different associations in softball. In baseball a pair of umpires from the two different associations will be used.

**300-14-5 Officials Game Fees are as follows** – Beginning FY 06 officials will be paid 40 cents per mile outside their service area if distance is beyond 20 miles (4-02). Please see the VHSL website for a listing of approved fees ([www.vhsl.org/Prinwkbk.htm](http://www.vhsl.org/Prinwkbk.htm)) and then select items under Financial Policy, Forms and Fees).

**300-15-1 Pairings (9-94)** – The Executive Committee has the authority to set playoff pairings for all sports. For those playoffs where teams from the same region might face each other in the semifinals and are scheduled to play at one school's home field, the regional champion will host the game.

**300-16-1 Photography, Filming and Videotaping (5-89)** – The following photography, videotaping and filming procedures have been set for directors of all VHSL state tournaments.

**300-16-2 Photographers shall:**

- (1) Obtain proper credentials as required by each site director.
- (2) Follow directives by the site director as to the location limits for working the contest.
- (3) Not display conspicuous partisan support during the contest.
- (4) Avoid contact with players and coaches and inappropriate involvement with the crowd during the contest.
- (5) Not interfere with the action of the contest.
- (6) Not take flash pictures of players during the progress of the contest, except when using electronic flash/strobe cameras.
- (7) Observe special limitations for the sports of gymnastics.

**300-16-3 Competing Schools** – A competing school desiring to videotape or film an athletic event in which that school competes must receive permission in advance from the tournament director. Under no conditions may the tape/film be used for scouting purposes by schools other than those involved in the event filmed. Schools not competing in the event may not film or tape the event. The film/tape is not to be used to second guess decisions made by game/meet officials. The film/tape may not be sold, rented, or loaned for commercial purposes.

**300-16-4 Media Taping/Filming** – The filming/taping of VHSL events must be cleared through the Virginia High School League. Members of the media may, without paying a fee, arrange with the local tournament manager to take clips of VHSL events for public showing. Under no conditions may an entire athletic event be filmed or taped for showing without advance clearance through the VHSL and the local tournament director.

**300-16-5 Spectator Videotaping/Filming** – Spectators must receive permission from the tournament director for any live action taken of athletic events other than snapshots. If permission is granted for spectators to film the entire event or take clips, it is to be with the understanding the tape/film may not be sold, leased, borrowed, or rented for commercial purposes. The tour-

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nament manager should not permit spectators to interfere with the view of other spectators or news media personnel covering the activity, and if there is any question as to the purposes of filming or taping, the request should be denied by the local tournament management.

**300-17-1 Postponements** – See HANDBOOK 54-5-3.

**300-17-2 Baseball And Softball (10-80)** – All baseball/softball games will be held on the dates scheduled with the exception of postponement due to weather conditions, scheduled graduation at either of the competing schools, or if postponement of regional contests (and/or state quarterfinal or semifinal contest) causes the team to travel the next day in excess of 250 miles to the next game site. With the exception of graduation, no game will be postponed because of conflicts with exams, proms and other school functions. Policy does not apply to Jubilee format for Friday/Saturday.

**300-17-3 Outdoor Track/Field (5-78)** – No team championship shall be designated if the state track meet is terminated by weather conditions unless a clear-cut champion can be determined based on the events that are completed. Individual medals will be presented to those athletes whose events have been completed.

**300-18-1 Practice at Game Site (5-94)** – Teams involved in basketball are not allowed any practice sessions at state sites, unless opponent has competed on floor for three or more games during current season.

**300-19-1 Prayer (10-92)** – There is to be no prayer or invocation at VHSL state events. The Committee's action was in response to a recent Supreme Court decision and recommendations by the League attorney.

**300-20-1 Raffles (5-92)** – Raffles are allowed if the following criteria are met.

- (1) proper local permit is obtained;
- (2) seller not be allowed near entrance gate;
- (3) signs clearly identify that VHSL is not sponsor;
- (4) signs clearly identify the raffle's sponsor; and
- (5) the state event is hosted at a VHSL school.

**300-21-1 Site Selection Guidelines** – Refer to VHSL website (<http://www.vhsl.org/more.htm>).

**300-22-1 Sportsmanship Responsibility (3-73)** – Regardless of the site of the event, each school participating in a state tournament event is host of that event and therefore responsible for sportsmanship during the tournament games or events. Further, as each school is host, it can report a violation of the sportsmanship rules. As state sponsor, the VHSL has key responsibilities in enforcing the sportsmanship rule.

**300-23-1 Team Travel Reimbursements (5-94) (9-08)** – Schools will receive team travel reimbursement for state events only when they submit a properly completed form. Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are received stating otherwise. After paying all tournament expenses and VHSL expenses, team reimbursements in baseball, basketball,

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cheer, field hockey, football, lacrosse, soccer, softball, and volleyball will be made from the net income in June of that school year (9-98). If VHSL does not have sufficient income to reimburse all teams in full, reimbursements will be pro-rated. Games scheduled from noon through 5:00 pm shall be considered an "afternoon game." (9-98). Reimbursements will be paid by the following schedules.

### 300-23-2 Authorized Sports

Baseball – See Appendix 10	Football – See Appendix 14
Basketball – See Appendix 11	Soccer – See Appendix 15
Cheer – See Appendix 12	Softball – See Appendix 16
Field Hockey – See Appendix 13	Volleyball – See Appendix 17

**300-23-3 Mileage Rates** (5-92)– The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile for teams more than 20 miles from the game site. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school.

**300-23-4 Housing Expenses** (10-95)– The motel expense reimbursement shall be limited to the "official team party" of players, managers, certified athletic trainer (ATC), bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel). For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits school to do so, the VHSL will reimburse one-half the value of the unused rooms, if requested. A room rate cap will be established annually for various areas of the state. Any team traveling over 75 miles one-way and scheduled for a morning game will receive the cost of authorized rooms for the preceding night (9-98).

Baseball – 10 rooms	Football – 20 rooms
Basketball – 7 rooms	Soccer – 10 rooms
Cheer – 10 rooms	Softball – 10 rooms
Field Hockey – 10 rooms	Volleyball – 7 rooms

**300-23-5 Payment Date** (5-96) – Reimburse on June 30 until three (3) month operating reserve is funded. After three (3) month operating reserve is funded, reimburse in January and on June 30. When six (6) month operating reserve is funded, reimbursement within 30 days of receipt of request. (1-97) Schools may apply for partial payment on a special hardship basis.

**300-25-1 Vendors Authorization** (5-92) – The Executive Committee shall approve all vendors for state events.

**300-26-1 Videotape Sales For Football Games** (5-92) – Commission to VHSL per video sold – \$5.00. Company must pay non-refundable \$500 telecast fee which is then deducted from the VHSL commission on total sales. If company uses video as a delayed telecast and sells videos, then company must pay \$500 telecast fee, plus \$5.00 video commission.

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APPENDIX 1

AWARDS– MEDALS DISTRIBUTION SUMMARY

(Number per class unless otherwise noted.)

EVENT	1 <sup>ST</sup> PLACE	2 <sup>ND</sup> PLACE	3 <sup>RD</sup> PLACE	4 <sup>TH</sup> PLACE	5 <sup>TH</sup> PLACE	6 <sup>TH</sup> PLACE	7-15 <sup>th</sup> PLACES
<b>ACADEMIC ACTIVITIES</b>							
Essay	1	1	1				
Poem	1	1	1				
Short Story	1	1	1				
Debate Classic	2	2	4				
Classic Speaker	1	1	1				
Debate Contemporary	2	2	4				
Contemporary Speaker		1	1	1			
Student Congress	1	1	1	1			
Outstanding Senator	2						
Debate L-Douglas	1	1	2				
Duo Interpretation	2	2	2	2	2	2	
Extemp Domestic	1	1	1	1	1	1	
Extemp Foreign	1	1	1	1	1	1	
Original Oratory	1	1	1	1	1	1	
Poetry Interp	1	1	1	1	1	1	
Prose Interp	1	1	1	1	1	1	
Humorous Dramatic	1	1	1	1	1	1	
Serious Dramatic	1	1	1	1	1	1	
Spelling	1	1	1	1	1	1	
Storytelling	1	1	1	1	1	1	
Theatre Team	30	30					
Outstanding Actor	8						
Scholastic Bowl	12	12					
<b>ACADEMIC TOTAL</b>	<b>74</b>	<b>64</b>	<b>27</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>0</b>
<b>ATHLETICS</b>							
Baseball Boys	30	30				60	
Basketball Boys	25	25				50	
Basketball Girls	25	25				50	
Cheer A/AA/AAA	25	25	25				75
Cross Country Boys	1	1	1	1	1	1	9
Cross Country Team Boys	10	10	10				30
Cross Country Girls	1	1	1	1	1	1	9
Cross Country Team Girls	10	10	10				30
Field Hockey AAA/UNC	30	30				60	
Football (6 div)	60	60				120	
Golf Boys	1	1	1	1	1		5
Golf Team Boys	10	10	10				30
Gymnastics Girls UNC	10	10	10	10	10		50
Gymnastics Team Girls AAA	18	18	18				54
Indoor Track AA/AAA Boys	24	24	24	24	24	24	48
Indoor Track AA/AAA Girls	23	23	23	23	23	23	46
Soccer Boys A/AA/AAA	35	35					70
Soccer Girls AA/AAA	35	35					70
Softball Girls	30	30				60	
Swim/Dive AAA/AA Boys	21	21	21	21	21	21	42
Swim/Dive AAA/AA Girls	21	21	21	21	21	21	42

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Tennis Singles Boys	1	1	1	1			4
Tennis Doubles Boys	2	2	2	2			8
Tennis Team Boys	15	15				30	
Tennis Singles Girls	1	1	1	1			4
Tennis Doubles Girls	2	2	2	2			8
Tennis Team Girls	15	15				30	
Track Boys	26	26	26	26	26	26	52
Track Girls	25	25	25	25	25	25	50
Volleyball Boys	20	20					40
Volleyball Girls	20	20					40
Wrestling	14	14	14	14	14	14	
Wr Dual Team AAA dropped 3/96							
<i>ATHLETIC TOTAL</i>	<i>586</i>	<i>586</i>	<i>246</i>	<i>173</i>	<i>167</i>	<i>156</i>	<i>298</i>
<i>GRAND TOTAL</i>	<i>672</i>	<i>664</i>	<i>270</i>	<i>184</i>	<i>178</i>	<i>167</i>	<i>298</i>

## APPENDIX 2

### INFECTIOUS DISEASE POLICY OF THE VHSL

The Virginia High School League Executive Committee adopted these policies on January 27, 1993, upon the recommendation of the Sports Medicine Advisory Committee to the League. Our goal is to minimize the possibility of transmission of any infectious disease from one athlete to another during practice or competition. The development of this policy is in keeping with the commitment of the VHSL to make athletic participation safer for the athletes in the Commonwealth of Virginia by responding to new information that suggests potential risks.

**What Are Infectious Diseases?** Infectious diseases are illnesses that are caused by an organism, usually a virus, bacteria, or fungus. Many of these diseases are contagious, meaning they can be spread from one person to another. For purposes of our athletes we will consider three types of contagious infectious diseases.

1. Usual viral illnesses like colds, intestinal flu viruses, and influenza are generally spread through airborne transmission of the virus or through direct contact. Hand washing and covering sneezes and coughs are considered reasonable techniques for reducing the spread of these types of illnesses. They are actually more likely to be spread in a closed classroom than an open gym or athletic field, except for those sports with close contact like wrestling.
2. Skin lesions such as impetigo (a skin infection), athlete's foot, and non-genital Herpes can also be spread by close contact and should be covered to allow participation. These skin disorders can also be harmful to the individual with skin lesions by serving as a portal of entry of other kinds of infections. Thus, again, they should be covered or participation should not be allowed.
3. The most serious infectious and contagious diseases in question here are the blood-borne pathogens. These are spread through contact with blood (as well as other bodily fluids such as semen and vaginal fluids) and most notably include Hepatitis B and Human Immunodeficiency Virus (HIV). No reports of transmission from sweat or saliva have been reported with HIV infection. To date there have been no substantiated reports of these being transmitted through athletic participation and the risk of this happening is very low, but theoretically it is NOT ZERO. The rest of this policy is designed with HIV and Hepatitis B in mind. Proper handling of injuries where blood is present can even further reduce the very low risk of transmitting these diseases in the school and playing field arena.
4. Hepatitis B is a viral infection of the liver than can vary from mild inflammation to a severe life threatening disease. AIDS is a disease of the immune system caused by the Human Immunodeficiency Virus. The individual may not develop any symptoms of disease for many years after contracting the virus. Both of these disorders are transmitted through sexual contact or exposure to infected blood or blood components.

**Which sports Are Most Likely To Spread AIDS or Hepatitis B ?** As stated, neither of these has been reported to have been transmitted through sports. The theoretical risk is low but would be greater where there is greater likelihood of blood and close contact. Thus, football, basketball, lacrosse, ice hockey and wrestling would be most likely to produce this environment. However, any sport could have the potential for blood exposure and thus theoretical risk for exposure.

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**Should Athletes All Be Tested For These Disorders?** Mandatory testing has not been advocated by any medical organizations monitoring these disorders. The testing could produce a false sense of security with a negative test during the time between inoculation of an individual and the ability to recognize the presence of the virus. Thus, an individual could be contagious and still have a negative test. The screening tests are not 100% reliable and false positives and negatives have been reported. Additionally, there is concern about infringement of the individual rights and the question of what to do if a positive test is obtained. Testing is not a feasible approach to prevention, however, athletes and other involved in interscholastic athletes should have available to them information on where they may obtain private and confidential HIV counseling and testing.

**If An Athlete Is Positive, Who Should Be Told and Should He/She Be Prevented From Participating In Sports?** The athlete's HIV or Hepatitis B status is confidential information between patient and physician. No one else, including school officials, can be told without the individual's permission. The athlete with one of these disorders should be encouraged to choose a sport with less contact and opportunity for bleeding than wrestling, for example. The athlete should also be instructed to take proper precautions with skin lesions, bleeding, etc. However, he/she cannot be forbidden from participating in whatever sport he/she desires. The decision concerning participation is a personal medical decision between the athlete and his/her physician. This recommendation could certainly change in the future if any evidence for transmission via sports is documented.

**How Can We Protect Our Athletes, Trainers, and Coaches From Exposure To One Of These Blood-Borne Diseases?** There is an effective and safe vaccine available for Hepatitis B. One of the targeted groups to receive this vaccine would be those where the risk of exposure to blood is increased. Any trainer or coach who frequently deals with an injury with blood is at potential risk. Strong consideration should be given to having these individuals receive this immunization.

Blood and other bodily fluids should be handled using "Universal precautions" as is done in all hospitals and most other health care facilities. This procedure is outlined below. This is the safest approach as one uses techniques that would be preventive in all patients whether or not they have a disease.

### PROCEDURES TO BE FOLLOWED BY COACHES, TRAINERS AND OFFICIALS

1. A student-athlete should render first-aid to himself and cover his own wounds whenever possible. This reduces the risk of transmission from blood-borne pathogen from one person to another.
2. If a bleeding wound occurs, the individual's participation should be interrupted until the bleeding has been stopped and the wound is both cleansed with antiseptic and covered securely or occluded. If bleeding resumes, the practice or contest must be stopped again until bleeding is stopped and contaminated surfaces are cleaned. It is up to the discretion of the official in charge of the competition as to how many times the competition should be stopped due to an athlete's bleeding before disqualification occurs.
3. Skin exposed to blood or other body fluids contaminated with blood should be cleaned as promptly as is practical, preferably with soap and warm water. Skin antiseptics (e.g. alcohol) or moist towelettes may be used if soap and water are not available.

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4. Even though good hand-washing is an adequate precaution, water-impervious gloves should be available for staff to use when handling blood or other body fluids. Gloves are especially important to individuals with non-intact skin. Hands should be washed after glove removal. If gloves are not available, a bulky towel may be used to cover the wound until an off-the-field location is reached where gloves can be used during more definitive treatment. Disposable towels should be used in all clean up. Towels, protective gloves and other materials used in cleanup, as well as any cotton used to stem bleeding, should be placed in a container lined with a plastic bag.
5. If blood or blood-contaminated bodily fluids are present on a surface, the object should be cleansed with fresh household bleach solution made for that event by adding one part bleach to 100 parts water (1/4 cup bleach to one gallon water; or one tablespoon bleach to one quart water). such items as wrestling mats should be cleaned, rinsed and allowed to dry before resuming action. This solution should be made fresh daily when needed.
6. If any blood gets on an opponent's uniform during competition or on a teammate's uniform during practice, it is necessary to clean the uniform at that point by wiping with a disinfectant such as isopropyl alcohol. This should be done whether or not the opponent or teammate has an open cut or unskinned area on his/her body, or whether or not the blood is on part of the uniform which might come in contact with his mucous membranes. If there is a substantial saturation of the uniform with blood such that it is dripping, rubs off easily, or drips if squeezed, the uniform must be changed.
7. All soiled linen such as uniforms and towels should be placed in plastic bags and washed in hot soapy water. Any detergent that contains bleach is appropriate.
8. All coaches, officials and student athletes should practice good hygiene. Towels, cups and water bottles should not be shared. Also, student-athletes should take a shower using a liberal amount of soap and hot water after each practice and competition.
9. It is the responsibility of each school to provide for its respective team members paper towels, appropriate cleaning solutions, plastic bags, gloves and any other first aid materials necessary to comply with these regulations.
10. At this time no cure exists for AIDS which is a preventable fatal disease. In addition to these techniques, education about potential methods of spread of this disorder and emphasis on methods of prevention must be an integral part of our athletic programs for athletes, trainers and coaches.

**FOR MORE INFORMATION, CONTACT:  
SPORTS MEDICINE ADVISORY COMMITTEE  
1642 STATE FARM BOULEVARD  
CHARLOTTESVILLE, VA 22911  
434-977-8475**

VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL

***The following safety report was presented to the VHSL Sports Medicine Committee. VHSL has NOT adopted this report, but shares it with member schools as a matter of information.***

**LIGHTNING SAFETY REPORT**

Developed by

Steven L. Cole, M.Ed., TTC, CSCS, Director of Sports Medicine, The College of William and Mary  
Brian L. Bennett, M.Ed., ATC, Assistant Athletic Trainer, The College of William and Mary

In Virginia, most thunderstorms occur in the afternoon to early evening, which coincides with the highest reported lightning casualty times of the day. The odds of being struck by lightning are extremely low over the course of a year. In fact, the odds are estimated to be 1 in 600,000. While the probability of being struck by lightning is extremely low, the odds are enormously greater when a storm is in the area and the proper safety precautions are not followed

The keys to lightning safety are education and prevention. Education begins with the background information and physics of lightning. Prevention should begin long before any athletic event. The first responsibility for scholastic coaches to heighten lightning safety is to check a weather report each day before a practice or event. In this way, scholastic athletics personnel will be aware of the possibility of storms forming or moving into the area during the day. Most electronics stores have for purchase a National Oceanographic and Atmospheric Administration (NOAA) weather radio that can give weather reports or sound an alarm if the National Weather Service (NWS) issues a severe thunderstorm “watch” or “warning” for the local area. A “watch” means conditions are favorable for severe weather to develop in an area. A “warning” is more definitive. A “warning” simply means the NWS has reported severe weather in an area, and for everyone in that area to take the necessary precautions. Secondly, scholastic athletics personnel should be wary of the signs of thunderstorms developing nearby. Thunderstorms can become threatening in as little as half an hour. Lightning and thunder activity in the local area are the “alarms” for athletics personnel to begin monitoring thunderstorm activity, such as direction to movement and distance from the lightning flashes.

The next measure for scholastic athletics personnel is to know where the closest safe shelter is to the field or playing area, and to know how long it takes to get to that safe shelter.

Safe shelter is defined as:

- Any sturdy building normally occupied or frequently used by people. In other words, a building with metal plumbing and/or wiring that acts to electrically ground the structure. A shack or metal shed is not considered a safe shelter.
- In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible), with the windows rolled up can provide a measure of safety. Taking shelter in the proper vehicle is certainly better than remaining outdoors.

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Lastly, scholastic athletics personnel should be aware of how close lightning is occurring. One myth pertaining to lightning is that lightning sometimes occurs without thunder. What most people call “heat lightning” is actually lightning from a thunderstorm too distant for the thunder to be heard. Thunder *a/ways* accompanies lightning, even though its audible range is less than the actual distance from the observer.

The “flash to bang” method is the easiest way to estimate how far away lightning activity is occurring. Simply stated, count the seconds between seeing the lightning “flash” and hearing the clap of thunder (“bang”). Divide this number by five to obtain how far away (in miles) the lightning activity is occurring. We advocate the following policy on lightning safety for all high school outdoor or swimming pool activities.

1. For safety purposes, a “flash to bang” time longer than fifteen (15) seconds is strongly recommended. In other words, establish a “flash to bang” count with a minimum range of 20 to 30 seconds, depending on the distance to safe shelter. For demonstration purposes, set the count limit to thirty seconds. If the observer obtains a “flash to bang” count less than thirty seconds; all individuals should immediately leave the athletic site, or the swimming pool area to seek safe shelter.
2. It is strongly recommended that all personnel involved wait at least 30 minutes after all lightning and thunder activity has stopped before resuming scholastic athletics activity.
3. Avoid using the locker room shower facilities for safe shelter, and **do not** use the shower or plumbing facilities.
4. Stay away from the tallest trees or lone objects (such as light poles or flagpoles), metal objects (such as metal fences or metal bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field, and **do not** take shelter under a single, tall tree. Do not remain in a boat, or swim in the open water. Pay much more attention to the lightning threat than to the rain. Lightning can strike far from the rainshaft.
5. If there is no safe shelter within a reasonable distance away, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground, wrap your arms around your knees and lower your head. Minimize your body's surface area, and minimize contact with the ground. **Do not lie flat!**
6. If a person feels his or her hair stand on end, or their skin tingle, immediately crouch, as described in item 5.
7. Do not use the telephone, except in emergency situations.
8. Lightning strike victims **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. Lightning strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. Prolonged and aggressive CPR is highly effective for the survival of many victims of lightning strike.

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Each school should formulate its own chain of command as to who removes a team from a field or event site in the event of dangerous lightning activity. Also, long before any hazardous lightning situation, each school should already have identified the "safe shelters" (as described earlier) at each school or competition site and make that information known to any and all local school personnel or coaches. Plan ahead, it is best to know where the safe shelters are before any dangerous lightning situations arise.

If a VHSL game or competition has been stopped due to a lightning hazard, instructions should be given to the spectators, competitors, and all personnel as to where to go and what to do until the lightning hazard has passed, or the disposition of the game or event is determined. The instructions should be disseminated to the spectators as quickly as possible and by the best means possible, i.e., the public address system. If the game or event has been postponed, spectators, competitors, and all personnel should be informed of this and encouraged to leave the event site and return safely home. The message to spectators and competitors should read:

**ALL** spectators, competitors, and personnel should go inside the nearest school building as quickly as possible. A vehicle with a metal roof (not a convertible) and the windows rolled up is a safe alternative to a sturdy building. **DO NOT** take shelter under trees or other tall, lone objects. **DO NOT** remain on, under, or near metal bleachers or metal fences. **DO NOT** use the telephone, or the shower or plumbing facilities.

Lastly, any individual who feels he or she is in danger of any lightning activity should have the right to leave the field or event site to seek safe shelter.

## Guidelines on Handling Contests During Lightning Disturbances

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

### Proactive Planning

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play;
  - a. 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.
  - b. Thirty Minute Rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.

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- c. Any subsequent thunder or lightning after the beginning of the 30 minute count, reset the clock and another 30 minute count should begin.
- 4. Hold periodic reviews for appropriate personnel.

For more detailed information, refer to the "Guidelines for Lightning Safety" contained in the NFHS Sports Medicine Handbook.

### **Order of Authority (5-01)**

- A. Parents have the ultimate authority to exclude their child from competition, but cannot overrule the exclusion requirement of a physician acting in an official capacity or a team or tournament certified trainer.
- B. The coach has the authority to exclude a member of his/her team from competition, but cannot overrule the exclusion requirement of a physician acting in an official capacity or a team or tournament certified trainer.
- C. A physician acting in an official capacity has the authority to exclude any competitor from competition. No one, including the team or tournament certified trainer, can overrule the physician.
- D. The team or tournament certified trainer should make it clear when evaluating an injured athlete for return to competition whether he or she is recommending the athlete not return or requiring that the athlete not return. Coaches may elect to reintroduce a competitor against a recommendation but not a requirement.
- E. If the team or tournament certified trainer observes an injured athlete continuing to compete against his or her requirement that the athlete not compete, the certified trainer shall notify an official that competition must be stopped until the injured athlete has left the competition.
- F. In disagreements between the tournament and team certified trainers, the team certified trainer has the final authority.

## APPENDIX 3

### FALL PRACTICE GUIDELINES (5-07)

Schools are encouraged to consider the following practice guidelines which would apply to all students in the sports of Competitive Cheer, Cross Country, Field Hockey, Football and Volleyball; these guidelines are highly recommended by the VHSL Sports Medicine Advisor Committee and an Ad Hock Coaches Task Force.

- (1) During their first six days of tryouts:
  - (a) No practice session, full or walk-thru, should exceed three hours.
  - (b) Total practice time per day should be limited to five hours.
  - (c) Only one full practice session should be permitted per day; it may be broken into two sessions.
  - (d) One walk-thru session should be permitted on the day of a full practice.
  - (e) Two walk-thru practices may be substituted for a full and a walk-thru session(s).
  - (f) A one-hour minimum recovery period should be included between sessions.
  
- (2) For weeks two and three the following regulations should apply in addition to (a) through (f) above:
  - (a) Two full practices are permissible per day provided they do not exceed five total hours, or three hours in a single session.
  - (b) No more than three full practices should be conducted in two consecutive calendar days.
  
- (3) For the purpose of the regulations above, a full practice is defined as a session allowing the use of any available equipment, involving all levels of activity permitted in the specific sport and includes necessary conditioning and weight training. A walk-thru session is a limited exertion session that includes skill-based, educational technique and oriented activities using sports appropriate equipment. Conditioning and weight training should not be included as part of the walk-through session. Recovery period is defined as a session in which the athlete is not involved in physical activity.

Note: The following restrictions are in place for football only: Day 1-3 helmets only; Day 4-5 helmets and shoulder pads; Day 6+ full pads.

## APPENDIX 4

### CLUB/COMMUNITY TEAM vs. VHSL SCHOOL TEAM

**School Team** – A team offered within a VHSL member school, the purpose of which is to provide opportunities for students to compete with other students on like teams in other schools within an organized conference under the auspices of the VHSL or with other like teams in other schools operating under separate jurisdictions.

For such offerings, schools are bound by the school regulations (Section 27), eligibility regulations (Section 28 A and B) and competition regulations (Sections 50 through 122) of the VHSL Handbook. Schools also must submit a master eligibility list to the VHSL office for these school teams.

For such offerings, VHSL provides catastrophic insurance for those programs listed on the VHSL membership application. For non-listed programs, the Executive Committee must take special action to recognize the activity as a VHSL activity for insurance coverage.

Such offerings may or may not be financially supported by the local school board; but the school board must provide approval for sponsorship of a school team to be recognized by the VHSL.

**School Club Team** – A team offered within a VHSL member school, the purpose of which is defined by the local school. Such offerings are not recognized by VHSL.

The club team is not bound by any of the regulations of the VHSL, schools are not to submit a master eligibility list to the VHSL office and VHSL does not provide catastrophic insurance for these programs. Club teams may or may not be financially supported by the local school board. Club teams may or may not be recognized by the local school board.

Club teams may compete in regular season play against VHSL school teams if the member school is granted permission by the Executive Committee. (See Section 27-3-2-5 State Competition Rule: “Athletic competition with “outside” or “independent” teams, must be approved by the Executive Committee and is not recommended when sufficient competition can be scheduled with member schools.”) VHSL does not sanction any multi-team event or competition involving club teams.

**Community or Cooperative Club Team** – A team offered in a community made up of students from two or more high schools. Such offerings are not recognized by VHSL nor provided catastrophic insurance by VHSL.

Community or cooperative club teams may compete in regular season play against VHSL school teams if the member school is granted permission by the Executive Committee. (See Section 27-3-2-5.), but the VHSL will not sanction any multi-team event or competition involving community teams or cooperative club teams. However, VHSL does permit in individual sports (such as golf, tennis, swimming, etc) the community club team or cooperative club team to split up so that team members could enter as an individual representing their high school in a VHSL-sanctioned competition.

## APPENDIX 5

### EIGHTH GRADE INSURANCE/ELIGIBILITY INTERPRETATIONS

#### VHSL HANDBOOK REFERENCES WHICH APPLY:

**27-3-3-(5) State Competition Interpretation Note** – Athletic competition with “outside” or “independent” teams must be approved by the Executive Committee and is not recommended when sufficient competition can be scheduled with member schools.

**28-2-2-(1) Grade Rule Exception:** Students may compete on the sub-varsity level while in the eighth grade; however, no student below the eighth grade is eligible to participate in any VHSL interscholastic athletic contest.

**28-2-3 Grade Rule Interpretations** – Eighth graders, regardless of where they are housed, may fall into two categories:

(1) If they are filed on an MEL and participate on a junior varsity high school team, they must comply with VHSL rules and regulations and are covered by the League’s insurance program because they are considered to be representing their high school.

(2) However, if they are competing on a level below the junior varsity (i.e. junior high or middle schools), they are not covered by VHSL regulations and are not covered by the League’s insurance program unless such insurance has been purchased by the school or school system to cover these students specifically. The grade levels of competition, eligibility rules and regulations, etc., under these non-high school circumstances are up to the local school divisions.

**54-2-2 “Exhibition” Contests** – ...Contests may not be lengthened to accommodate team members who have not competed or for any other reason. Schools or school divisions may organize teams as they see fit below the varsity level... Seventh graders may not represent a VHSL school at any level. Eighth graders may represent a VHSL school at the sub-varsity level only.

#### STAFF INTERPRETATIONS

**1. Q:** Our eighth grade is housed at a separate building, in the middle school; but our school division has determined that the more talented eighth grade athletes may “play up” with ninth graders on the high school’s “freshman” football team. Is this legal?

**ANSWER:** Yes. Those designated individuals may represent a VHSL school, must be certified on a VHSL MEL, and are covered by the League’s catastrophic insurance for that sport.

(Note: The school must count those eighth graders when computing insurance premiums.)

*POLICY MANUAL APPENDIX*

2. **Q:** What if John Smith, an eighth grader in the above situation, plays “freshman” football for the high school, but plays on the middle school basketball team. What is his status?  
**ANSWER:** He plays by VHSL rules in football and is covered by catastrophic insurance in that sport. He plays by local (middle) school rules in basketball and is not covered by VHSL insurance in basketball; however, the school division may purchase optional insurance for its middle school athletes.
3. **Q:** May the “freshman” football team above play games against (a) a high school sub-varsity team with students above grade nine, (b) a middle school team with all eighth graders, and (c) a middle school team with seventh and eighth graders?  
**ANSWER:** Yes, in situations (a) and (b) unless local rules prohibit such competition. No, in situation (c) because no student below the eighth grade may participate in any VHSL contest.
4. **Q:** After the “freshman” team above finishes its regulation game, may players who did not see action be allowed to participate in a “fifth” quarter?  
**ANSWER:** No. Contests may not be extended for such purposes. (See section 54-2-2 above.)

## APPENDIX 6

### VHSL OUT-OF-SEASON PRACTICE RULE INTERPRETATION

- VHSL Catastrophic Insurance does not cover any out-of-season activities.
- Practice is defined as any organized activity scheduled and/or supervised by a coach.
- Out-of-season activities **may not be required** of any student athlete or potential student athlete.
- Attendance or non-attendance in out-of-season activities **may not be utilized** for team selection/evaluation.
- "Open gym" or "Open field" activities are defined as general recreational, free-play opportunities for students. They must be open to all students. If only team members or potential team members from a specific sport attend, the activity must be cancelled. If a sport team coach is present, he/she may only be engaged as the designee of the principal for school facility supervision purposes. He/she may not organize or direct activities, participate with students, coach in any manner whatsoever, evaluate students or use the opportunity for team selection. Sports specific equipment such as rebounders, pitching machines, batting cages, hurdles, blocking sleds/dummies, starting blocks, or any other school provided equipment designed to improve sport specific skills may not be used during open gym/field activities.
- "Conditioning" is general physical conditioning and may not involve any sport specific drills or activities. Conditioning sessions must be optional and may not be used for evaluative or team selection purposes. No coaching may occur and no sport specific equipment, activities or drills of any kind may be utilized in any way.
- Weight lifting is exclusively limited to activities (free weights or weight machines) to improve/maintain individual strength. Weight training may be combined with conditioning sessions as long as all activities are general in nature and not sports specific.
- Specialized sports camps sponsored by and conducted by any member schools are permissible as long as the camp is open to everyone. Schools may not pay student registration fees and no camp may be scheduled during the 14-day period prior to the first permissible practice date of the specific sports season.
- Coaches are permitted to coach his/her team members during an organized "team camp" as long as there is individual skill instruction in which a coach also interacts with students from other teams as well as his/her own students. Team camps hosted by member schools may not be scheduled during the 14-day period prior to the beginning of that sports' season. Practices may not be conducted in preparation for team camps. Team camps must involve a minimum of four school teams.

## POLICY MANUAL APPENDIX

- 7 on 7 passing leagues are permitted out-of-season provided there is a specific instruction period in which a coach interacts with students from other teams as well as his/her own team. 7 on 7 leagues may not occur in the 14-day period prior to the beginning of the fall season. Practices may not be conducted in preparation for 7 on 7 passing leagues.
- School team coaches may coach his/her players on non-school teams provided the team is composed of students representing at least two member schools.
- Potential violations of the Out-of Season Rule may include but are not limited to:
  - o Meeting with team members to discuss strategies or view tape.
  - o Conducting an open gym/field activity with the coach organizing the teams and directing the activity.
  - o During a weight training activity, organizing/conducting sport specific drills.
  - o Informing athletes formally or informally that attendance at out-of-season activities is “required” or using attendance as a pre-requisite for making the team.
  - o Conducting baseball hitting and throwing drills for the baseball team at an off-school site.
  - o During a basketball conditioning session, allowing participants to use a rebounding device.
  - o During weight training for baseball, having a batting cage available for use.
  - o Limiting any out-of-season activity to team members or potential team members.
  - o Utilizing out-of-season activities as formal or informal “tryouts” for a school team.

**APPENDIX 7**

**SCHOLARSHIP RULE INTERPRETATIONS**

Checking students' grades to determine fall semester eligibility is a tedious job, requiring complete knowledge of the VHSL Scholarship Rule, plus an understanding of the "annual basis" subjects, the "semester basis" subjects, or a combination of both. The examples below point out how a student's eligibility is affected by these grading systems as well as a reminder that the VHSL Scholarship Rule requirement is based on subjects passed, not credit passed.

**Using the ANNUAL BASIS Grading System**

(No semester credit courses are offered. Each subject is passed or failed for the year.)

Student John Doe	1st Semester	Subjects Passed	2nd Semester	Subjects Passed	End of Year	Subjects Passed
English 10	B	1	D	1	C	1
Geometry	F	0	D	1	F	0
PE/Driver EdB		1	F	0	D	1
Biology	C	1	F	0	D	1
Band	A	1	A	1	A	1
Computer Science	D	1	C	1	D	1
<b>TOTAL</b>		<b>5</b>		<b>4</b>		<b>5</b>

For the upcoming semester, John Doe is **ELIGIBLE** because he passed five annual subjects. The fact that he passed only four subjects during second semester has no bearing when the Annual Basis System is used.

**Using the SEMESTER BASIS Grading System**

(Credit is granted only on a semester basis.)

There is no average of first and second semester grades.)

Student John Doe	1st Semester	Subjects Passed	2 <sup>nd</sup> Semester	Subjects Passed	End of Year	Subjects Passed
English 101	B	1				
English 102			A	1		
Geometry 101	F	0				
Geometry 102			C	1		
PE 10	B	1				
Driver Ed			F	0		
Biology 101	C	1				
Biology 102			F	0		
Band 101	A	1				
Band 102			A	1		
Computer Sci 101	D	1				
Computer Sci 102			B	1		
<b>TOTAL</b>		<b>5</b>		<b>4</b>		

For the upcoming semester, John Doe is **INELIGIBLE** because he passed only 4 subjects the preceding semester. On this system the grades for the first semester and second semester are not averaged. Each semester stands alone.

POLICY MANUAL APPENDIX

**Using a COMBINATION of Annual Basis and Semester Basis Grading**

(Some classes are offered on an annual basis and some on a semester basis.)

Student John Doe	1st Semester	Subjects Passed	2nd Semester	Subjects Passed	End of Year	Subjects Passed
English 10 (Annual)	B	1	D	1	C	1
Geometry (Annual)	F	0	D	1	F	0
PE 10 (1 <sup>st</sup> Sem)	B	1				1
Driver Ed (2 <sup>nd</sup> Sem)			F	0		0
Biology (Annual)	C	1	F	0	D	1
Band (Annual)	A	1	A	1	A	1
Comp Sci (Annual)	D	1	C	1	D	1
TOTAL		5		4		5

For the upcoming semester, John Doe is **INELIGIBLE** even though he passed 4 annual subjects and 1 first-semester course (PE 10) for a total of five subjects. Because he passed PE 10 during the first semester of last year, it counted toward his eligibility for the second semester of last year and may not be counted again for the upcoming semester. The same subject cannot be used twice in determining eligibility.

**APPENDIX 8**

Virginia High School League • 1642 State Farm Blvd. • Charlottesville, VA 22911  
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## APPENDIX 10

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE BASEBALL

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### QUARTERFINALS

(One of two teams travel to higher seed site)

Traveling teams will receive \$2.00 per mile round trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms at a motel approved by the Executive Director.

#### SEMIFINALS AND FINALS – If four teams travel to one state site

Out-of-town teams traveling up to 100 miles one-way will receive round-trip mileage for each game.

Teams traveling 101 to 150 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage. Teams winning an afternoon semifinal game or participating in a night semifinal or championship game will receive the cost of authorized rooms for each evening.

*VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL*

Teams traveling 151 to 300 miles one-way and schedule for an afternoon semifinal game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night. Teams winning an afternoon semifinal game or teams participating in a night semifinal or championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling over 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the preceding night as well as the night of their semifinal game. Teams participating in a night championship game will receive the cost of authorized rooms for that evening.

**OR**

**SEMIFINALS AND FINALS –If one of two teams travel to higher seed team.**

Traveling teams will receive \$2.00 per mile round-trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms at a motel approved by the Executive Director.

## APPENDIX 11

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE BASKETBALL

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### QUARTERFINALS

(One of two teams travel to higher seed site)

Out-of-town teams traveling up to 75 miles one-way will receive round-trip mileage.

Teams traveling 76 to 150 miles one-way and scheduled for an afternoon game will receive round-trip mileage.

Teams traveling 76 to 150 miles one-way and scheduled for a night game will receive round-trip mileage, plus the cost of authorized rooms for the evening of the quarterfinal.

Teams traveling 151 to 300 miles one-way and scheduled for an afternoon game will receive round-trip mileage, plus the cost of authorized rooms for the evening preceding the quarterfinal game.

Teams traveling 151 to 300 miles one-way and scheduled for a night game will receive round-trip mileage, plus the cost of authorized rooms for the evening of the quarterfinal game.

Teams traveling over 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the preceding evening as well as the evening of the quarterfinal game.

*VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL*

**SEMIFINALS AND FINALS**

(Four teams travel to one state site)

Out-of-town teams traveling up to 75 miles one-way will receive round-trip mileage for each game in which the team competes.

Teams traveling 76 to 150 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage. Teams winning an afternoon semifinal game or participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling 151 to 300 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling over 300 miles one-way will receive round trip mileage, plus the cost of authorized rooms for the preceding night as well as for the night of their semifinal game. Teams participating in a night championship game will receive the cost of authorized rooms for that evening.

## APPENDIX 12

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE CHEER

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### CHAMPIONSHIP FINALS (All teams to one state site)

Out-of-town teams traveling up to 150 miles one-way will receive round-trip mileage.

Teams traveling 150 to 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the one night.

Teams traveling over 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the preceding night as well as for the night of the championship.

## APPENDIX 13

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE FIELD HOCKEY

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### QUARTERFINALS, SEMIFINALS AND FINALS (All teams to one state site)

Out-of-town teams traveling up to 75 miles one-way will receive round-trip for each game in which the team competes.

Teams traveling 76 to 150 miles one-way and scheduled for an afternoon quarterfinal game will receive round-trip mileage. Teams participating in a semifinal game will receive the cost of authorized rooms for the evening of the quarterfinal game. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling 76 to 150 miles one-way and scheduled for a night quarterfinal game will receive round-trip mileage, plus the cost of authorized rooms for the evening of the quarterfinal game. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

*POLICY MANUAL APPENDIX*

Teams traveling 150 to 300 miles one-way and scheduled for an afternoon quarterfinal game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night. Teams winning an afternoon quarterfinal game will receive the cost of authorized rooms for the evening of the quarterfinal game. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling from 150 to 300 miles one-way and scheduled for a night quarterfinal game will receive round-trip mileage, plus the cost of authorized rooms for the evening of the quarterfinal game. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling over 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the preceding night as well as for the night of the quarterfinal game. Teams participating in a semifinal game or a night championship game will receive the cost of authorized rooms for each of these evenings.

## APPENDIX 14

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE FOOTBALL

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The 2000-01 mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### **SEMIFINALS AND FINALS**

(One of two teams travel to higher seed site)

Traveling teams will receive \$5.00 per mile round trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms (up to 20) at a motel approved by the Executive Director. A participating school is permitted to appeal to the Executive Committee for additional reimbursement if more than 20 motel rooms are rented.

## APPENDIX 15

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE LACROSSE AND SOCCER

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### QUARTERFINALS

(One of two teams travel to higher seed site)

Traveling teams will receive \$2.00 per mile round trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms at a motel approved by the Executive Director.

#### SEMIFINALS AND FINALS – IF four teams travel to one state site

Out-of-town teams traveling up to 100 miles one-way will receive round-trip mileage for each match in which the team competes.

Teams traveling 101 to 150 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage. Teams winning an afternoon semifinal game or participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

*VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL*

Teams traveling 151 to 300 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling over 300 miles one-way will receive round trip mileage, plus the cost of authorized rooms for the preceding night as well as for the night of their semifinal game. Teams participating in a night championship game will receive the cost of authorized rooms for that evening.

**OR**

**SEMIFINALS AND FINALS – IF one of two teams travel to higher seed site**

Traveling teams will receive \$2.00 per mile round trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms at a motel approved by the Executive Director.

## APPENDIX 16

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE SOFTBALL

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June, of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### QUARTERFINALS

(One of two teams travel to higher seed site)

Traveling teams will receive \$2.00 per mile round trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms at a motel approved by the Executive Director.

#### SEMIFINALS AND FINALS – If four teams travel to one state site

Out-of-town teams traveling up to 100 miles one-way will receive round-trip mileage for each game.

Teams traveling 101 to 150 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage. Teams winning an afternoon semifinal game or participating in a night semifinal or championship game will receive the cost of authorized rooms for each evening.

*VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL*

Teams traveling 151 to 300 miles one-way and schedule for an afternoon semifinal game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night. Teams winning an afternoon semifinal game or teams participating in a night semifinal or championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling over 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the preceding night as well as the night of their semifinal game. Teams participating in a night championship game will receive the cost of authorized rooms for that evening.

**OR**

**SEMIFINALS AND FINALS –If one of two teams travel to higher seed team.**

Traveling teams will receive \$2.00 per mile round-trip. Teams traveling over 150 miles one-way will receive the cost of authorized rooms at a motel approved by the Executive Director.

## APPENDIX 17

### VHSL TEAM TRAVEL REIMBURSEMENT FOR STATE VOLLEYBALL

Each competing school must pay its expenses, including any charges for food and lodging at the game site, unless special instructions are provided stating otherwise. VHSL team reimbursement will be made in accordance with the policies below and payment will be made in June of this school year. The Executive Committee reserves the right to pro-rate team reimbursement at less than 100%.

The mileage rate for football is \$5.00 per mile and for all other authorized sports is \$2.00 per mile. Mileage shall be determined by the most direct and through highways. Actual deadhead mileage that commercial vehicles charge shall be an allowable expense as well as actual highway tolls paid by a school. Games scheduled from noon through 5:00 pm shall be considered "afternoon" games. "Out-of-town" is defined as 20 or more miles from the traveling team's school site. Any team traveling over 75 miles one-way and scheduled for an 11:00 am (or earlier) game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night.

Housing expense reimbursement shall be limited to the official team party of players, managers, trainer, bus driver and coaches (and not cheerleaders, cheerleader sponsors, coaches' relatives, principals or other personnel) and to those accommodations approved by the Executive Director. For purposes of reimbursement, the number of authorized motel rooms is shown below. If a school does not stay overnight but the formula permits a school to do so, VHSL will reimburse one-half the value of the unused rooms.

Basketball (fall and winter), volleyball – 7 rooms;  
Baseball, cheer, field hockey, lacrosse, soccer, softball – 10 rooms;  
Football – 20 rooms

#### QUARTERFINALS

(One of two teams travel to higher seed site)

Out-of-town teams traveling 20 to 75 miles one-way will receive round-trip mileage.

Teams traveling 76 to 150 miles one-way and scheduled for an afternoon game will receive round-trip mileage.

Teams traveling 76 to 150 miles one-way and scheduled for a night game will receive round-trip mileage, plus the cost of authorized rooms for the evening of the quarterfinal.

Teams traveling 151 to 300 miles one-way and scheduled for an afternoon game will receive round-trip mileage, plus the cost of authorized rooms for the evening preceding the quarterfinal game.

Teams traveling 151 to 300 miles one-way and scheduled for a night game will receive round-trip mileage, plus the cost of authorized rooms for the evening of the quarterfinal game.

Teams traveling over 300 miles one-way will receive round-trip mileage, plus the cost of authorized rooms for the preceding evening as well as the evening of the quarterfinal game.

*VIRGINIA HIGH SCHOOL LEAGUE POLICY MANUAL*

**SEMIFINALS AND FINALS**

(Four teams travel to one state site)

Out-of-town teams traveling 20 to 75 miles one-way will receive round-trip mileage for each game in which the team competes.

Teams traveling 76 to 150 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage. Teams winning an afternoon semifinal game or participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling 151 to 300 miles one-way and scheduled for an afternoon semifinal game will receive round-trip mileage, plus the cost of authorized rooms for the preceding night. Teams winning an afternoon semifinal game or teams participating in a night semifinal or night championship game will receive the cost of authorized rooms for each of these evenings.

Teams traveling over 300 miles one-way will receive round trip mileage, plus the cost of authorized rooms for the preceding night as well as for the night of their semifinal game.  
Teams participating in a night championship game will receive the cost of authorized rooms for that evening.